Highland County School Board

Tentative Agenda

Thursday, October 10, 2024
Virtual / HCHS Library
Executive Session - 6:00 p.m. ~ Business Meeting - 7:00 p.m.

1. CALL TO ORDER

A. Call to Order
B. Announcement and vote to enter closed session
Under the Code of Virginia § 2.2-3711, public bodies may hold closed sessions to discuss, consider, or interview of prospective candidates for employment; to discuss or consider admission or disciplinary matters; discuss or consider the acquisition or disposition of publicly held real property; protect the privacy of individuals in personal matters; or consultation with legal counsel.

2. CLOSED SESSION

3. OPENING

A. Reconvene from Closed Session
B. Moment of Silence
C. Pledge of Allegiance — *Grade 5*
D. Approval of the Agenda

4. SPECIAL RECOGNITIONS AND/OR PRESENTATIONS

A. VALLSS Assessments and Student Literacy Plans — *Literacy Team*
B. VDOE 2024-2025 Accountability Model — *Dr. Maerz*
C. VSBA Award of Achievement — *Mrs. Ulmer*
D. Shenandoah Valley Head Start+ — *Kristi Peery*

5. PUBLIC COMMENT

Citizens are welcome to address the Board. Each individual speaker will be allowed three minutes for remarks, group representatives will be allowed five minutes. Issues or concerns involving personnel matters or naming individuals are not appropriate for the public comment setting.

6. ADMINISTRATIVE REPORTS

A. Elementary Update — *Mr. Johnson*
B. High School Update — *Mr. Good*
C. Superintendent's Update — *Dr. Maerz*

7. CONSENT AGENDA*

A. Payment of October 10, 2024 - Vendor Bills
B. Approval of Board Meeting Minutes – September 12, 2024
C. Personnel Report
D. Policies for Approval
- CBE - Severance Benefits
- GBC - Staff Compensation Procedures

All School Board meetings may be recorded for accuracy of the minutes.

The HIGHLAND COUNTY School Board is committed to nondiscrimination with regards to sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, military status, genetic information or any other characteristic protected by law. This commitment prevails in all of its policies and practices concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business.

- GBEF - Lactation Support for Employees
- IGBA - Programs for Students with Disabilities
- IGBB - Programs for Gifted Students
- IGBF - English Learners
- IGDA - Student Organizations
- IHB - Class Size
- INDC - Religion in the Schools
- JEB-001 – Admission of Persons Not of School Age
- JHCL – Lactation Support for Students
- KL - Public Complaints
- KLB - Public Complaints About Learning Resources
- KLB-F - Request for Reconsideration of Learning Resources Form
- LC - Charter Schools

8. INFORMATIONAL ITEMS

A. Policies for Review *Dr. Maerz*

- GAB-001/IIBEA-001 - Acceptable Use Policy
- GAC - Staff Cell Phone Usage
- GBB - Prohibition of Abusive Work Environments
- GC - Professional Staff
- IIBEB - Student Use of Cell Phones and Personal Electronic Devices
- JFCF - Drugs in School
- KGA - Sales and Solicitations in Schools
- KGB - Public Conduct on School Property
- KH - Public Gifts to the Schools
- KJ - Advertising in the Schools
- KK - School Visitors
- KKA - Service Animals in Public Schools
- KL - Public Complaints
- KN - Sex Offender and Crimes Against Minors Registry Information
- KNAJ - Relationship with Law Enforcement Authorities
- KNB - Reports of Missing Children
- KP - Parental Rights and Responsibilities

B. Calendar Items

- Oct. 14 – Teacher Workday – no school for students
- Oct. 15 – Volleyball (JV & V) vs. Richwood at 5:30
- Oct. 16 – SAT Day in HHS Library
- Oct. 17 – Volleyball (JV & V) vs. Narrows (double header) at 4:00
- Oct. 20 -27 – National FFA Convention
- Oct. 24 – Volleyball (JV & V) vs. Eastern Montgomery at 5:00
- Oct. 24 – Highland Elementary School Literacy Night

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- Nov. 5 – Teacher Workday/Election Day – no school for students
- Nov. 14 – School Board Meeting in the High School Library at 7:00
- Dec. 12 - School Board Meeting in the High School Library at 7:00

C. School Activity Funds – Report of Audit Fundings & Recommendations *Mrs. Ulmer*
D. Strategic Planning Process Draft[+] *Dr. Maerz*

9. ACTION ITEMS*

A. School Improvement Plan – Highland High School *Mr. Good*
B. School Improvement Plan – Highland Elementary School *Mr. Johnson*
C. One-Year Local Eligibility License *Dr. Maerz*
D. ESSA Grants: Title I, Title II, and Title IV[+] *Dr. Maerz*

10. ADJOURNMENT

*Board Action Required
[+]Addendum Item

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What does VALLSS: Grades K-3 measure?

	VALLSS Subtests	Description
Code-based	Letter Names	Name upper- and lowercase letters to measure letter name knowledge
	Letter Sounds	Say letter sounds when presented with a pair of upper- and lowercase letters (e.g., Ee) to measure letter sound knowledge
	Beginning Sounds Expressive	Say the first sound of a word or say a word that starts with the same sound as the given word to measure pulling sounds apart
	Phoneme Blending	Listen to sounds and blend them together to say a word to measure putting sounds together
	Phoneme Segmenting	Listen to a word and break it into sounds to measure breaking sounds apart
	Encoding	Spell words to measure application of phonics skills
	Real Word Decoding	Read words to measure application of phonics skills
	Pseudoword Decoding	Read made up words to measure application of phonics skills
	Oral Reading Fluency (ORF)	Read passage to measure the number of words read correctly in one minute
Language	Passage Retell	Listen to and retell a story to measure oral language knowledge and skills
	Expressive Comprehension Questions	Answer questions after listening to a story to measure listening comprehension
	Nonsense Sentences	Repeat silly sentences to measure grammar
	Relational Vocabulary	Choose a picture after listening to a sentence to measure vocabulary
	Vocabulary Fluency	Say the name of pictures quickly to measure vocabulary
RAN	Rapid Automatized Naming (RAN): Letters	Say the name of repeated letters quickly to screen for processing difficulties

* Not all subtests are required at each grade level or at each assessment period.

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VLP VIRGINIA LITERACY PARTNERSHIPS

School Name | Division

Address | City | VA | ZIP Code

Phone | Fax | Web Address

Student Reading Plan

Student Information

Student Name		Grade	
Student ID		Date of Plan Development	
Participating Parent/Guardian(s)		Date of Parent/Guardian(s) Notification	

School Support

The following staff members will support the implementation of this plan.

	Staff Member	Contact Information
Classroom Teacher		
Reading Specialist		
Other Staff Support		
Other Staff Support		

Area(s) of Identified Need

Based on the assessment information, the student has the following area(s) of need:

Alphabet Knowledge: ☐ Phonemic Awareness: ☐ Decoding/Encoding: ☐ Fluency: ☐ Vocab/Comprehension: ☐

Literacy Screener	
Specific assessment subtest(s) that indicates risk in the area(s)	
Additional assessment(s) (If applicable)	

Targeted Reading Goal(s)*

*The number of targeted reading goals will be determined by the needs identified on the literacy screener.

Area of Targeted Goal #1

Alphabet Knowledge: ☐ Phonemic Awareness: ☐ Decoding/Encoding: ☐ Fluency: ☐ Vocab/Comprehension: ☐

Goal Statement #1

Describe the anticipated outcome student will reach by the end of the school year. (Target determined by the screener and/or assessments listed above.)

Virginia Department of Education

Describe the objective(s) that will support growth towards Goal #1:	
Objective 1	
Objective 2	
Objective 3	

Area of Targeted Goal #2
Alphabet Knowledge: ☐ Phonemic Awareness: ☐ Decoding/Encoding: ☐ Fluency: ☐ Vocab/Comprehension: ☐

Goal Statement #2
Describe the anticipated outcome student will reach by the end of the school year. (Target determined by the screener and/or assessments listed above.)

Describe the objective(s) that will support growth towards Goal #2:	
Objective 1	
Objective 2	
Objective 3	

Progress Monitoring Plan
Describe how progress will be monitored (e.g., progress monitoring tool, observation data, fluency quick read, word reading inventory, etc.) including frequency of progress monitoring.

Targeted Intervention Details
Date Intervention Services Begin:
Identify the evidence-based reading intervention(s) the student will receive.
Describe any additional details of the plan such as the delivery method, location, dosage/frequency, and person(s) responsible for each goal.

Narrative of Student Progress and Next Steps
Describe student response (may include assessment results) and next steps in plan.

Additional Consideration for Reading Intervention Services

Describe any additional services that are appropriate to accelerate the student's reading skill development.

Family Resources

The strategies, resources, or materials listed below may support reading progress at home.

Virginia Department of Education

School Performance and Support Framework

Performance Categories

Distinguished 90 points and above	On Track 80 to 89 points	Off Track 65 to 79 points	Needs Intensive Support Below 65 points
Schools are exceeding the state's expectation for growth, achievement, and readiness. Schools serve as models of best practices from which others learn.	Schools are meeting the state's expectation for growth, achievement, and readiness. Schools have access to general state supports and may also receive support for student groups.	Schools are not meeting the state's expectation for growth, achievement, and readiness. Schools will receive additional support from VDOE.	Schools are significantly not meeting the state's expectation for growth, achievement, and readiness. Schools will receive more intensive support (Tier 3) from VDOE in Fall 2025.

Identification for Support

A school may also be identified for federal support based on full school or student group performance:

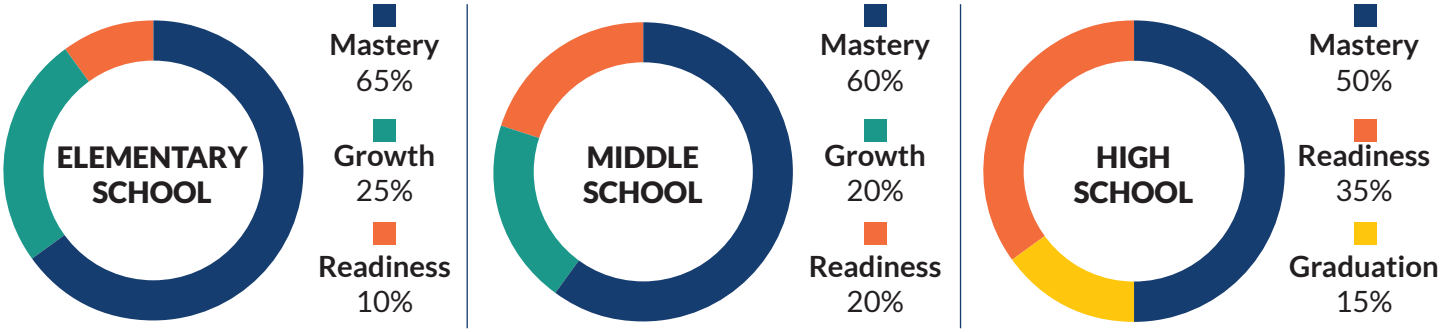
- Comprehensive Support = Full School Support
- Additional Targeted Support = Intensive Student Group Support (Starting 2028-2029)
- Targeted Support = Student Group Support

Note: Schools identified with a Targeted or Additional Targeted Support and Improvement student group will have their performance category lowered one level.

Memorandum of Understanding (MOU) Divisions

A local school board will enter into a MOU when at least 40% of the division's schools are identified for comprehensive or additional targeted support or 10 or more schools are identified for comprehensive support.

Weighting of the Framework



Elementary School

MASTERY 65%	• Reading SOL (Standards of Learning), including the integrated reading and writing component, and the Virginia Alternate Assessment Program (VAAP) tests: 22.5% • Mathematics SOL and VAAP tests: 22.5% • Science SOL and VAAP tests: 10% • Progress in Achievement English Language Proficiency: 10%
Growth 25%	• Reading Expected Growth: 12.5% • Mathematics Expected Growth 12.5%
Readiness 10%	• Chronic Absenteeism: 5% • 5 C's Performance Task: 5% In year one, chronic absenteeism will be 10% as the performance task is created.

Readiness in elementary school is focused on regular school attendance and student development of the 5 C's (critical thinking, creative thinking, collaboration, communication, and citizenship).

Note: As with all grade spans, there is also a focus on ensuring English learners are on the path to attaining English Language proficiency.

Middle School

MASTERY 60%	• Reading SOL, including the integrated reading and writing component, and VAAP tests: 20% • Mathematics SOL and VAAP tests: 20% • Science SOL and VAAP tests: 10% • Progress in Achievement English Language Proficiency: 10%
Growth 20%	• Reading Expected Growth: 10% • Mathematics Expected Growth 10%
Readiness 20%	• Chronic Absenteeism: 5% • Advanced Coursework: 7.5% • Career 5 C's Performance Task: 7.5% In year one, chronic absenteeism and Advanced Coursework will be 10% as the performance task is created. Also, Advanced Coursework will only include mathematics in year one.

There is a heavier focus on readiness in middle school as students prepare for the academic rigor of high school. In middle school, regular attendance continues to be important, along with a student's continued development of the 5 C's **(critical thinking, creative thinking, collaboration, communication, and citizenship) and career exploration** in addition to gaining experience taking and succeeding in advanced coursework.

Note: As with all grade spans, there is also a focus on ensuring English learners are on the path to attaining English Language proficiency.

High School

MASTERY 50%	• Reading SOL, including the integrated reading and writing component, and VAAP tests: 15% • Mathematics SOL and VAAP tests: 15% • Science SOL and VAAP tests: 10% • Progress in Achievement English Language Proficiency: 10%
Readiness 35%	• Chronic Absenteeism: 5% • 6-year Extended Year Graduation Rate with Applied Studies: 5% • Ready for Life 3E Framework: 25% The Ready for Life 3E Readiness Framework focuses on students graduating high school ready for enrollment, employment, and/or enlistment. Schools will attain points for students that meet defined expectations across enrollment (i.e., dual credit or credit-bearing coursework), employment (i.e., high demand industry-recognized credentials), and enlistment (i.e., scores on a military assessment).
Graduation 15%	• Federal Graduation Indicator (4-year adjust cohort rate): 15%

The High School portion of the School Performance and Support Framework increases the focus on readiness, with preparing students for life after high school a key outcome of high school performance. In high school, regular attendance continues to be important in ensuring success in and outside of school. The Ready for Life: 3E Readiness Framework (Enrollment, Employment, and Enlistment) is included to measure success in the readiness options (more information above). The readiness component of high school also includes students who graduate on an extended year timeline (with applied studies included).

Note: As with all grade spans, there is also a focus on ensuring English learners are on the path to attaining English Language proficiency.

HIGHLAND COUNTY PUBLIC SCHOOLS

SCHOOL BOARD MEETING

SEPTEMBER 12, 2024 ~ 7:00 P.M.

HHS LIBRARY - 244 MYERS MOON ROAD, MONTEREY, VA 24465

Board Members Present: Kenny Hodges, Sherry Sullenberger, and Jason Wilfong
Administrative Staff Present: *Superintendent:* Dr. Drew R. Maerz*, High School Principal:* Timothy Good, *Elementary Principal:* Timothy Johnson*, Technology Director:* Gary Lane*, School Board Clerk:* Tabitha Ulmer

AGENDA ITEM #1 CALL TO ORDER

A. Call to Order
   Mr. Hodges called the meeting to order.
B. Announcement and vote to enter closed session
   Mr. Hodges made a motion that the Highland County School Board go into closed session pursuant to VA Code § 2.2-3711 A.1 Discussion of personnel matters – consideration of prospective candidates for employment and employee performance evaluation. A. 2. Discussion or consideration of admission matters that would involve the disclosure of information contained in a scholastic record concerning a student.
   Mr. Wilfong seconded the motion and the motion passed by the following vote: YES: Hodges, Sullenberger, Wilfong. Motion passed by a 3:0 vote.

AGENDA ITEM #2 CLOSED SESSION

Under the Code of Virginia § 2.2-3711, public bodies may hold closed sessions to discuss, consider, or interview of prospective candidates for employment; to discuss or consider admission or disciplinary matters; discuss or consider the acquisition or disposition of publicly held real property; protect the privacy of individuals in personal matters; or consultation with legal counsel.

AGENDA ITEM #3 OPENING

A. Reconvene from Closed Session
   Mr. Hodges made a motion to return to regular session at 7:10pm and certify by recorded vote, that to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements were discussed by the Highland County School Board and such public business matters as were identified in the motion by which the closed meeting was convened.
   Mrs. Sullenberger seconded the motion and the motion passed by the following vote: YES: Hodges, Sullenberger, Wilfong. Motion passed by a 3:0 vote.
B. Moment of Silence
C. Pledge of Allegiance
   Haven Wilfong led us in the Pledge of Allegiance
D. Approval of Agenda

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Mrs. Sullenberger made a motion to approve the September 12, 2024 amended agenda adding C. Media Honor Roll to Special Recognitions and/or Presentations. Mr. Wilfong seconded the motion and it passed unanimously.

AGENDA ITEM #4 SPECIAL RECOGNITIONS AND/OR PRESENTATIONS

A. Dark Sky

Michael Bedwell addressed the issue of light pollution coming from the school, which is affecting the neighboring community and is visible from the stock market. He proposed a three-phase solution:

1. **Immediate Action**: Consider hiring a consultant to assess and make recommendations on mitigating the light pollution. Bob Parks has agreed to provide this consultation at no cost, and funding for this service has already been secured.
2. **Implementation**: Based on the consultant's recommendations and school board approval, implement necessary changes, train staff, and inform the community about the benefits.
3. **Long-Term Plan**: Develop a dark campus program, which would involve turning off all campus lights from 11:30 PM to 5:30 AM. This approach has been successful in reducing vandalism elsewhere. Costs for the upgrades would be covered by contributions and grants.

Michael Bedwell requested the board's permission to proceed with hiring Bob Parks to start the project.

B. School Safety Efforts

Sheriff Bob Kelly discussed the importance of training and preparedness for an active shooter situation, emphasizing the need for a solid plan. Since his election, part of his mission has been to improve community safety. In July, a collaborative meeting with school administrators, Virginia State Police, and the Sheriff's Office led to the development of an active shooter response plan. Deputies now practice at the school every Sunday, focusing on room clearing and addressing any issues that arise. Sheriff Kelly introduced their ongoing plan, highlighting a strong emphasis on prevention. Recent training included crisis intervention techniques. He noted that parents' instinct might be to retrieve their children, but proper training and education are crucial. Plans to involve faculty in the training will be implemented in a few months. He welcomed questions and concerns from the board. Mr. Hodges affirmed the seriousness with which these issues are treated. Mr. Wilfong mentioned common patterns in such incidents, and Mrs. Sullenberger inquired about metal detection. Sheriff Kelly indicated it's a consideration and added that he aims to have a deputy present at every sporting event. He expressed a desire to eventually reintegrate a School Resource Officer (SRO) into the school.

C. Media Honor Roll

Mr. Hodges made a motion to approve the VSBA Media Honor Roll recommendation. Mrs. Sullenberger second the motion and the motion passed unanimously.

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The Highland County School Board placed the name of Tammy Minnigh on the statewide VSBA Media Honor Roll, calling attention to the ongoing responsible and exemplary nature of reporting on this community's public schools.

AGENDA ITEM #5 PUBLIC COMMENT

Paul Trible from Blue Grass, VA, spoke about the importance of having and following a plan, especially as the anniversary of 9/11 just passed. He emphasized that adherence to a plan is crucial for success. Trible then discussed the role of the Board of Supervisors in relation to the school system, affirming his belief that the School Board should continue to oversee running the schools, as it currently is.

Brit Chambers congratulated Tammy on her well-deserved accomplishment and posed three questions for consideration. First, she inquired about the new accreditation and accountability changes, specifically what parents should expect. She asked whether these changes pertain solely to SOL scores or if accreditation factors into the equation as well, requesting clarification on this matter. Next, regarding teacher accreditation, she asked how parents are notified if their child's teacher is not fully licensed, particularly considering the division's receipt of Title I funds. Finally, Ms. Chambers addressed a concerning matter involving an HCPS teacher currently under investigation for conduct involving several students and staff. She shared that the Virginia Department of Education confirmed via email that the board is the only entity responsible for conducting this investigation. Since she has not received any updates, she was advised to ask her questions in an open meeting and request that they be recorded in the minutes. She followed up with the question: "Have parents with students who come into contact with this teacher who is under investigation, y'all have sent me notice of that, on a regular basis, have these parents been informed that this investigation is ongoing?"

In response, Mr. Hodges reiterated the opening statement of the closed session, emphasizing that personnel or student matters cannot be discussed in an open meeting.

AGENDA ITEM #6 ADMINISTRATIVE REPORTS

A. Elementary Update

Mr. Johnson reported that the school opening went exceptionally well, thanks to his phenomenal staff. He has had a successful staff meeting, developed a good rapport with his team, and is actively involved in their training programs, including Amplify and the reading program. Mr. Johnson visits classrooms 2-3 times a day and welcomes staff into his office. He emphasized the positive start to the school year and praised Drew and Tim for their support and assistance.

B. High School Update

Mr. Good stated "Welcome Back to School! What a great start to the school year, with many new faces on our staff and in our student body. We had a fantastic Open House event on August 22 with record attendance. Tomorrow, 9/13, will be our first class and club day that has students selecting 2 clubs to join and participate in throughout this school year. This is a great opportunity for

students and staff to engage in fun activities. A special thank you to our local 4-H and Radio Station staff for helping out with our clubs again this year. I was able to attend a VHSL area meeting on August 29 at Monticello HS to hear updates and highlights on upcoming legislation at the executive committee. The main focus on our agenda focused on the sportsmanship of players, coaches and fans. As a reminder to all attending, the expectation is for positive and encouraging school spirit! Our middle and JV volleyball teams picked up their first victories of the season when we hosted Tygarts Valley on Sept 5. Our next home games are next week when our MS hosts Parry McClure on the 18th."

C. Superintendent's Update

Dr. Maerz reported a positive start to the school year, highlighting several key activities and developments. He expressed appreciation for working with Sheriff Kelly on school safety measures. Teachers and staff were welcomed back on August 19th and 20th, respectively, and professional development sessions have been successful. He also praised the fair, where he and his wife helped make FFA milkshakes, and commended Mary Anne for her daily presence.

Dr. Maerz enjoyed watching students participate in various activities, including the demolition derby, rodeo, and volunteering with civic organizations. He attended a community breakfast at BRCC on September 5th to discuss support for students and adults in the community. Threat assessment training took place this week, with thanks extended to Megan Obaugh, Sheriff Kelly, and the Tim's for their efforts.

The largest class this year is 6th grade with 20 students, while the smallest is 10th grade with 7 students. There are 17 new students among a total of 210. Dr. Maerz noted the happiness of a student enrolled in the Valley Vo-Tech program and thanked Mrs. Botkin for leading the reading program and organizing bat-themed events and field trips for upper elementary students.

AGENDA ITEM #7 CONSENT AGENDA*

A. Payment of September 12, 2024 Vendor Bills

Mrs. Sullenberger made a motion to approve the September 12, 2024 vendor bills. Mr. Wilfong seconded the motion and it passed unanimously.

B. Approval Board Meeting Minutes – August 8, 2024 & August 30, 2024

Mr. Wilfong made a motion to approve the August 8, 2024 & August 30, 2024 meeting minutes. Mrs. Sullenberger second the motion and it passed unanimously.

C. Personnel Report

Mr. Wilfong made a motion to approve the amended personnel report. Mrs. Sullenberger second the motion and it passed unanimously.

- Resignation of Jadalyn Hull – Special Education Instructional Aide
- Appointment of Seneca Johnson - Substitute
- Appointment of Yvonne "Missy" Lockridge – Substitute

D. HCPS Gifted Plan 2024-2029

Dr. Maerz noted that the plan was distributed last month and received one inquiry concerning the scores, which he elaborated on.

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Mr. Wilfong made a motion to approve the HCPS Gifted Plan 2024-2029. Mrs. Sullenberger second the motion and it passed unanimously.

E. Policies for Approval
   - BCF - Advisory Committees to the School Board
   - BG/GBD - Board-Staff Communications
   - DJA - Purchasing Authority
   - DK - Payment Procedures
   - DO - Non-Locally Funded Programs
   - EBBA – Emergency First Aid, CPR, and AED Certified Personnel
   - EBCD - School Closings
   - FECBA - Energy Efficient Construction (delete)
   - GCBCA - Reimbursement for Coursework
   - GCBEA - Leave Without Pay
   - GCPD - Professional Staff Discipline
     Dr. Maerz received one question on this policy regarding mental healthcare.
   - IKF - The Virginia Assessment Program and Graduation Requirements
   - IKFA - Locally Awarded Verified Credits

   Mrs. Sullenberger made a motion to approve the presented policies.
   Mr. Wilfong seconded the motion and it passed unanimously.

AGENDA ITEM #8 INFORMATIONAL ITEMS

A. SOL Results
   Mr. Johnson and Mr. Good shared some of the SOL results from the 2023-2024 school year and discussed chronic absenteeism.

B. Policies for Review
   - CBE - Severance Benefits
   - GBC - Staff Compensation Procedures
   - GBEF - Lactation Support for Employees
   - IGBA - Programs for Students with Disabilities
   - IGBB - Programs for Gifted Students
   - IGBF - English Learners
   - IGDA - Student Organizations
   - IHB - Class Size
   - INDC - Religion in the Schools
   - JEB-001 – Admission of Persons Not of School Age
   - JHCL – Lactation Support for Students
   - KL - Public Complaints
   - KLB - Public Complaints About Learning Resources
   - KLB-F - Request for Reconsideration of Learning Resources Form
   - LC - Charter Schools

   Dr. Maerz spoke about the proposed changes to these policies. These policies will be on the website for public comment for 30 days. If there are no major

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proposed changes, the policies will be brought to the next School Board Meeting for approval.

C. Calendar Items
   - September 16 – Volleyball vs. Parry McCluer (MS) at 5:30
   - September 26 – Volleyball vs. Bath (JV & V) at 5:30
   - September 26 – Special Education Advisory Committee – HHS Library at 6:30
   - September 27 – Volleyball vs. Union (MS & V) at 5:00
   - October 7 – Volleyball vs. Pendleton (MS, JV, & V) at 4:30
   - October 10 – Highland County School Board Meeting – HHS Library at 7:00
   - October 14 – Teacher Workday
   - November 14 - Highland County School Board Meeting – HHS Library at 7:00

AGENDA ITEM #9 ACTION AGENDA*

A. FFA National Convention Trip
   Mrs. Neil, Mary Anne Rogers, and Mattew Nestor presented their plan for FFA National Convention this year.
   Mrs. Sullenberger made a motion to approve the FFA National Convention Trip. Mr. Wilfong second the motion and it passed unanimously.

AGENDA ITEM #10 ADJOURNMENT

Mrs. Sullenberger made a motion that the meeting adjourn at 8:50pm.
Mr. Wilfong seconded the motion and it passed unanimously.

X	X
School Board Chairman	School Board Clerk

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Policies
For
Approval

Any severance benefits provided to a departing Highland County Public Schools superintendent will be publicly announced prior to the Superintendent's departure.

Adopted: September 2021

Updated:

Legal Ref.: Code of Virginia, 1950, as amended, § 15.2-1510.1.

Cross Ref.: CBB Appointment and Term of the Division Superintendent
CBD Superintendent's Contract, Compensation and Benefits

All Contracted Employees will be paid in accordance with the Highland County Public Schools pay schedule. The pay schedule for all contracted employees' annual salary will be twelve (12) equal monthly payments from August until July, or any contracted portion thereof.

All salary payments to employees will be made through electronic payments to the employee's savings or checking account.

In the event that a separation from service occurs before the end of the 12-month payment period, the employee will be entitled to an additional payment for the amount actually earned from the beginning of the 12-month pay period until the date of separation from service which has not yet been paid. This additional payment will be included in the employee's final paycheck. For this purpose, "separation from service" has the same meaning as that term is defined in section 1.409A-1(h) of the Treasury Regulations.

Adopted: September 2021

Updated: July 2023

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-78.

The superintendent shall designate a non-restroom location in each school as an area in which any mother who is employed by the Highland County School Board may take breaks of reasonable length during the school day to express milk to feed her child until the child reaches the age of one. The area must be shielded from public view and free from intrusion.

Adopted: September 2021

Updated: October 2023

Legal Refs.: 29 U.S.C. §218d
42 U.S.C. § 2000gg
Code of Virginia, 1950, as amended, § 2.2-3905, 22.1-79.6.

Cross Refs.: JHCL Lactation Support for Students

GENERALLY

The Highland County School Board provides a free, appropriate public education for all children and youth with disabilities, ages 2 through 21, inclusive, who are residents of HIGHLAND COUNTY or who are not residents of Highland County but are residents of Virginia and who are enrolled in a full-time virtual school program provided by the Board. To the maximum extent appropriate, students with disabilities are educated with children who are not disabled.

An Individualized Education Program (IEP) is developed and maintained for each child with a disability served by the Highland County School Board. The program is developed in a meeting of the child's IEP team, which includes the child's teachers, parent(s), the student (when appropriate), a school division representative qualified to provide or supervise the provision of special education services, an individual who can interpret the instructional implications of evaluation results and other individuals at the discretion of the parents or school division in accordance with State and federal law and regulations. This IEP is reviewed at least annually.

The IEP includes areas specified by state and federal statutes and regulations.

EXPLANATION OF PROCEDURAL SAFEGUARDS

A copy of the procedural safeguards available to the parent(s) of a child with a disability is given to the parent(s). The procedural safeguards notice includes a full explanation of all the procedural safeguards available.

CHILD FIND

The Highland County School Board maintains an active and continuing child find program designed to identify, locate and evaluate those children residing in the division who are birth to 21 inclusive who are in need of special education and related services.

The School Board provides all applicable procedural safeguards including written notice to the parents of the scheduled screening and, if the child fails the screening, the results of the screening, confidentiality and maintenance of the student's scholastic record.

Adopted: September 2021

Updated:

Legal Refs.: 20 U.S.C. § 1400 et seq.
29 U.S.C. § 701 et seq.
42 U.S.C. § 12101 et seq.
Code of Virginia, 1950, as amended, §§ 22.1-213, 22.1-214, 22.1-215, 22.1-253.13:4.
8 VAC 20-81-50.

8 VAC 20-81-80.
8 VAC 20-81-100.
8 VAC 20-81-110.
8 VAC 20-81-130.
8 VAC 20-81-170.

Cross Refs.: IAA Notification of Learning Objectives
IKF The Virginia Assessment Program and Graduation Requirements

The Highland County School Board shall approve a comprehensive plan for the education of gifted students that includes the components identified in Board of Education regulations. The plan for the education of gifted students shall be accessible through the division's website and the division will ensure that printed copies of the plan are available to citizens who do not have online access.

The school division has uniform procedures for screening, referring, identifying, and serving students in kindergarten through twelfth grade who are gifted in general intellectual or specific academic aptitude.

The school division will provide written notification to and seek written consent from parents and legal guardians to conduct any required assessment to determine a referred student's eligibility for the division's gifted education program and provide services for an identified gifted student in the division's gifted education program.

The School Board may establish a local advisory committee composed of parents, school personnel, and other community members appointed by the School Board. The committee will reflect the ethnic and geographical composition of the school division. If established, the committee will annually review the division's plan for the education of gifted students, including revisions, and determine the extent to which the plan for the previous year was implemented. The findings of the annual program effectiveness and the recommendations of the committee will be submitted annually in writing to the division superintendent and the School Board.

Adopted: September 2021

Updated:

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-16, 22.1-18.1, 22.1-253.13:1.
8 VAC 20-40-40.
8 VAC 20-40-55.
8 VAC 20-40-60.

Cross Refs.:		
	BCF	Advisory Committees to the School Board
	IKEB	Acceleration

GENERALLY

The Highland County School Board provides programs to improve the education of English learners by assisting the children to learn English and meet Virginia's challenging academic content and student academic achievement standards.

The School Board accepts and provides programs for students for whom English is a second language who entered school in Virginia for the first time after reaching their 12th birthday, and who have not reached age 22 on or before August 1 of the school year. No tuition is charged such students, if state funding is provided for such programs.

ASSESSMENTS

The School Board annually assesses the English proficiency of all English learners.

NOTIFICATION OF PROGRAMS FOR ENGLISH LEARNERS

The School Board, not later than 30 days after the beginning of the school year, informs a parent or the parents of an English learner identified for participation in, or participating in, a program for English learners, of

- the reasons for the identification of their child as an English learner and in need of placement in a language instruction education program;
- the child's level of English proficiency, how that level was assessed and the status of the child's academic achievement;
- the method of instruction used in the program in which their child is, or will be, participating, and the methods of instruction used in other available programs, including how such programs differ in content, instruction goals, and use of English and a native language in instruction;
- how the program in which their child is, or will be, participating will meet the educational strengths and needs of the child;
- how such program will specifically help their child learn English, and meet age appropriate academic achievement standards for grade promotion and graduation;
- the specific exit requirements for such program, the expected rate of transition from such program into classrooms that are not tailored for English learners, and the expected rate of graduation from high school (including four-year adjusted cohort graduation rates and extended-year adjusted cohort graduation rates for such program);
- in the case of a child with a disability, how such program meets the objectives of the individualized education program of the child; and
- information pertaining to parental rights that includes written guidance
    - detailing the right that parents have to have their child immediately removed from such program upon their request and the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available, and

- assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the school division.

For a child who has not been identified as an English learner prior to the beginning of the school year but is identified as an English learner during the school year, the School Board provides the notice detailed above within 2 weeks of the child being placed in the program.

The information described above is provided to parents in an understandable and uniform format and, to the extent practicable, in a language that the parent can understand.

NOTIFICATION OF AVAILABILITY OF TESTING ACCOMMODATIONS

Each high school principal or principal's designee notifies each English learner of the availability of testing accommodations available for industry certifications, state licensure examinations, national occupational competency assessments, the Armed Services Vocational Aptitude Battery and the Virginia workplace readiness skills assessment prior to the student's participation in any such certification, examination, assessment, or battery.

Adopted: September 2021

Updated:

Legal Ref.: 20 U.S.C. §§ 6311, 6312, 6825.
Code of Virginia, 1950, as amended, §§ 22.1-5, 22.1-253.13:4.

Cross Ref.:

IA	Instructional Goals and Objectives
IGBC	Parent and Family Engagement

GENERALLY

Public school facilities are devoted primarily to instructional programs and school-sponsored activities. Curriculum-related student organizations are an extension of the regular school program. Their function is to enhance the participants' educational experience and supplement course materials. The activities of these organizations should bear a clear relationship to the regular curriculum.

Secondary school students may organize and conduct meetings of noncurriculum-related groups. Any secondary school which permits one or more noncurriculum-related student group to meet on school premises during noninstructional time will provide equal access to any students who wish to conduct a meeting without discrimination on the basis of the religious, political, philosophical, or other content of the speech at such meetings.

Noncurriculum-related student groups may use school facilities provided that

- the group's meetings are voluntary and student-initiated;
- the group is not sponsored by the school, the government, or any government agent or employee;
- agents or employees of the school or government are present at religious meetings only in a nonparticipatory capacity;
- meetings do not materially and substantially interfere with the orderly conduct of educational activities at the school; and
- nonschool persons do not direct, conduct, control, or regularly attend activities of the group.

MEETINGS OF STUDENT ORGANIZATIONS

The principal of each school will determine the times and places which are available for the meetings of student organizations. The principal will also develop procedures for scheduling meetings of student organizations. Meeting times will be limited to non-instructional time.

FACULTY INVOLVEMENT

Curriculum-related student organizations must be sponsored and supervised by one or more school faculty members and approved by the principal. Faculty sponsors will participate in the supervision and direction of all activities of the organization and will attend all meetings and activities.

Noncurriculum-related student organizations do not have a faculty sponsor. However, a member of the school's staff shall attend every meeting or activity of such organizations in a nonparticipatory capacity for purposes of general supervision. The organization is responsible for assuring the presence of a staff member for its meetings.

No school employee will be compelled to attend a meeting of any student organization if the content of such meeting is contrary to the beliefs of that school employee.

COMPLIANCE WITH LAW AND POLICY

Student organizations shall not engage in any activity which is contrary to law, division policy or school rules; which disrupts or clearly threatens to disrupt the orderly operation of the school; or which would adversely affect the health, safety or welfare of any students or staff members. Failure to comply with these provisions shall be grounds for disciplinary action.

Adopted: September 2021

Updated:

Legal Ref.: 20 U.S.C. § 4071.
Code of Virginia, 1950, as amended, § 22.1-23.3.

Cross Refs.: KF Distribution of Information/Materials
KG Community Use of School Facilities

The Highland County School Board assigns licensed instructional personnel in a manner that produces divisionwide ratios of students in average daily membership to full-time equivalent teaching positions, excluding special education teachers, principals, assistant principals, counselors and librarians, that are not greater than the following ratios:

- 24 to one in kindergarten with no class being larger than 29 students; if the average daily membership in any kindergarten class exceeds 24 pupils, a full-time teacher's aide will be assigned to the class;
- 24 to one in grades one, two and three with no class being larger than 30 students;
- 25 to one in grades four through six with no class being larger than 35 students; and
- 24 to one in English classes in grades six through 12.

After September 30 of any school year, anytime the number of students in a class exceeds the class size limit established by this policy, the school division will notify the parent of each student in such class of such fact no later than 10 days after the date on which the class exceeded the class size limit. The notification shall state the reason that the class size exceeds the class size limit and describe the measures that the school division will take to reduce the class size to comply with this policy.

In addition, the Highland County School Board assigns instructional personnel in a manner that produces schoolwide ratios of students in average daily memberships to full-time equivalent teaching positions of 21 to one in middle schools and high schools.

When determining the assignment of instructional and other licensed personnel for purposes of this policy, full-time students of approved virtual school programs are not included.

Adopted: September 2021

Updated:

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-253.13:2.

The Highland County School Board is neutral in matters of religion. This means that the Highland County Public Schools

- assume no role or responsibility for the religious training of any student; and
- do not become involved in the religious belief, disbelief or doubt of any student.

This neutrality does not preclude or hinder the Highland County Public Schools in fulfilling its responsibility to educate students to be tolerant and respectful of religious diversity. The division recognizes that one of its educational responsibilities is to advance the students' knowledge and appreciation of the role that religion has played in the social, cultural and historical development of civilization.

Therefore, the division approaches religion from an objective, curriculum-related perspective, encouraging all students and staff members to be aware of the diversity of beliefs and respectful of each other's religious and/or non-religious views. In that spirit of respect, students and staff members may be excused from participating in activities that are contrary to their religious beliefs.

The School Board may authorize, as an elective in grades nine through 12 with appropriate credits toward graduation, a comparative religion class that focuses on the basic tenets, history, and religious observances and rites of world religions.

Adopted: September 2021

Updated:

Legal Refs.: U.S. Const. amend. I.
Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-202.1.

Cross Refs.: IB Academic Freedom

To comply with School Board Policy JEB, Entrance Age/Admission of Persons Not of School Age, the following regulation outlines the early admission requirements for Highland County Public Schools.

A parent/guardian of a child who has not reached their fifth (5) birthday on or before September 30 but will have reached their fifth (5) birthday by November 30, may submit a letter to the superintendent requesting early admission no later than May 31 of enrollment year.

Upon receipt of the parent/guardian's written request, the superintendent will convene a committee to oversee the early enrollment application. At minimum, this committee shall include a Kindergarten teacher, an elementary teacher, a school administrator, and a central office representative.

The principal or superintendent shall schedule the administration of a kindergarten readiness assessment, academic skills assessment, IQ assessment, and a social development interview/assessment to determine the child's school readiness. After the assessments are administered, the committee will review the results. Based upon the assessment results, the student's social development, and school staffing, the committee will recommend action on the enrollment request to the superintendent. No student will be granted early admission if the approval requires the hiring of additional staff. The superintendent shall approve or deny the request.

If early admission is approved by the superintendent, notification of the decision will be shared with the Highland County School Board at its next scheduled meeting for approval. Notification of the decision to approve or deny the early admission request will be sent to the parent/guardian by the superintendent. Based upon enrollment projections, a final decision may not be guaranteed until after the first day of school.

Parents who wish to appeal the denial of an early admission request must notify the superintendent in writing within 5 business days of receipt of the decision letter.

The superintendent shall render the final decision on appeal.

Students approved for early admission will have a progress meeting with their teacher and a school administrator to be held after the beginning of year/initial assessments are completed. This meeting is to ensure the student is adjusting to kindergarten and making adequate academic and social/emotional progress.

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-1, 22.1-3, 22.1-5, 22.1-199, 22.1-254, 22.1-256.

Cross Ref.: JEC School Admission

Ref.: Virginia's Early Learning & Development Standards (ELDS) at https://www.doe.virginia.gov/home/showpublisheddocument/41062/638096390492770000
Virginia's Definition of School Readiness at https://www.doe.virginia.gov/home/showpublisheddocument/41058/638096375884800000

The superintendent shall designate a non-restroom location in each school as an area in which anyone who is enrolled as a student may take breaks of reasonable length during the school day to express milk to feed her child until the child reaches the age of one. The area must be shielded from public view.

Adopted: September 2021

Updated: October 2023

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-79.6.

Cross Refs.: GBEF Lactation Support for Employees

Complaints involving a particular school are handled within the school through the established channel of responsibility. If the complaint cannot be resolved at the level of the principal, it is referred to the superintendent. If the central office staff and complainant cannot reach a satisfactory solution, the matter may, at the School Board's discretion, be heard at a regular board meeting.

Any parent, custodian, or legal guardian of a pupil attending the Highland County Public Schools who is aggrieved by an action of the School Board may, within thirty days after such action, petition the local circuit court to review the action of the School Board. The court will sustain the action of the School Board unless the School Board exceeded its authority, acted arbitrarily or capriciously or abused its discretion.

Adopted: September 2021

Updated:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-87, 22.1-253.13:7.

Cross Refs.:

GB	Equal Employment Opportunity/Nondiscrimination
GBA/JFHA	Prohibition Against Harassment and Retaliation
GBLA	Third Party Complaints Against Employees
IIA	Instructional Materials
JB	Equal Educational Opportunities/Nondiscrimination
KLB	Public Complaints About Learning Resources

Despite the care taken in selecting suitable learning resources, and despite the qualifications and expertise of persons involved in that selection process, it is recognized that occasional objections to materials will be made by the public. It is, therefore, the policy of the School Board to provide channels of communication and a fair procedure for members of the community to follow in expressing and resolving concerns about learning resources, including instructional materials, used in teaching the curriculum.

The procedure for filing a complaint concerning learning resources is as follows:

1. The complaint should be filed in writing with the principal on the "Request for Reconsideration of Learning Resources" form KLB-E. This form may be obtained from the principal or the central office.

2. A review committee consisting of the principal, the library media specialist, the classroom teacher (if involved), a parent and/or student, and the complainant will convene.

   The responsibilities of the committee are to:

   a. read, view, or listen to the challenged material;
   b. read several reviews, if available;
   c. check standard selection aids;
   d. talk with persons who may be knowledgeable about the material in question and similar material;
   e. discuss the material;
   f. make a decision to recommend retaining or withdrawing the material;
   g. file the recommendation of the committee with the principal and the superintendent or superintendent's designee;
   h. notify the complainant of its recommendation and the disposition of the challenged material.

3. The complainant may appeal the decision to the superintendent and, then, to the School Board.

Adopted: September 2021

Updated:

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-253.13:7.

Cross Refs.:
- IIA Instructional Materials
- IGAH Family Life Education
- INB Teaching About Controversial Issues
- KL Public Complaints
- KQ Commercial, Promotional and Corporate Sponsorships and Partnership

Request By _____

Representing: ☐ Myself
☐ Organization/Group (identify) _____

Address: _____

E-mail Address: _____

Telephone Number: _____

Preferred Contact Method: ☐ E-mail ☐ Telephone ☐ Mail

Title or Description of Item: _____

_____

Author or Editor: _____

Type of Material: ☐ Book ☐ Film ☐ Recording ☐ Software ☐ Other
Specify other: _____

1. Did you examine, review, or listen to this learning resource or presentation in its entirety?
   ❑ YES ❑ NO

2. Have you discussed this material with school staff who ordered it or who use it?
   ❑ YES ❑ NO

   If yes, please identify the staff person(s) with whom you had the discussion:

   _____
   [Print name of staff person(s)]

3. Are you aware of evaluations of this material by professional critics?
   ❑ YES ❑ NO

   If no, would you be interested in receiving this information?
   ❑ YES ❑ NO

4. Describe what prompted your concern about the material. Please cite page numbers and/or specific information from the material to support your concerns (attach additional material, if necessary).

_____
_____
_____

5. Does the general purpose for the use of the material, as described by the school staff or in the Highland County Public Schools' program objectives, seem a suitable one for you?

❑ YES ❑ NO

If not, please explain (attach additional material, if necessary):

_____
_____

6. What action[s] would you like to see taken regarding this material?

❑ Do not assign it to my child ❑ Use of the material should be reevaluated.
❑ Other
Explain:_____
_____

7. Are there other materials of the same subject and format that you would suggest for consideration in place of this material? ❑ YES ❑ NO

If yes, please identify your suggestions.

_____
_____
_____

Signature _____ Date _____

RETURN COMPLETED FORM TO SCHOOL PRINCIPAL

PURPOSE

In order to (1) encourage the development of innovative programs; (2) provide opportunities for innovative instruction and student assessment; (3) provide parents and students more choices; (4) provide innovative scheduling, structure and management; (5) encourage the use of performance-based educational programs; (6) establish high standards for teachers and administrators; and (7) develop models for replication in other public schools, the Highland County School Board shall receive and consider~~s~~ applications for the establishment of charter schools.

DEFINITION OF CHARTER SCHOOL

A charter school is a public, nonreligious, or non-home-based alternative school located within ~~the~~ Highland County Public Schools or operated jointly by multiple school divisions. A charter school may be created as a new school or by converting all or part of an existing public school. Conversions of private schools or home-based programs are not permitted. A charter school for at-risk pupils may be established as a residential school.

In establishing public charter schools within the division, the School Board gives priority to public charter school applications designed to increase the educational opportunities of at-risk students. At least one half of the public charter schools in the division must be designed for at-risk students. However, conversions of existing public schools into public charter schools that serve the same community as the existing public school do not count in the determination of school division compliance with the one-half requirement.

Enrollment in a charter school is open to any child who resides within the school division or, in the case of a regional public charter school, within any of the relevant school divisions, through a lottery process on a space-available basis, except that in the case of the conversion of an existing public school, students who attend the school and the siblings of such students are given the opportunity to enroll in advance of the lottery process. Students eligible to enroll in the school division pursuant to Va. Code § 22.1-3.B because they are the children of military personnel on active military duty who will reside in the division may participate in the lottery process for charter schools in the division at the same time and in the same manner as students who reside in the division.

Public charter schools are subject to all federal laws and authorities as set forth in law and the charter contract. Public charter schools are subject to the same civil rights, health and safety requirements applicable to other public schools in the Commonwealth, except as otherwise provided by law.

Public charter schools are subject to the student assessment and accountability requirements applicable to other public schools. Nothing precludes a public charter school from establishing additional student assessment measures that go beyond state requirements if the School Board approves such measures.

Management committees of public charter schools are subject to and shall comply with the Virginia Freedom of Information Act (§ 2.2-3700 et seq.).

No public charter school shall discriminate against any individual on the basis of disability, race, creed, color, sex, sexual orientation, gender, gender Identity, national origin, religion, ancestry, or need for special education services or any other unlawful basis, and each public charter school shall be subject to any court-ordered desegregation plan in effect for the school division.

No public charter school shall discriminate against any student on the basis of limited proficiency in English and each public charter school shall provide students who have limited proficiency in English with appropriate services designed to teach such students English and the general curriculum, consistent with federal civil rights laws.

No public charter school shall engage in any sectarian practices in its educational program, admissions or employment policies or operations.

APPLICATION PROCESS

Any person, group or organization may submit an application for the formation of a public charter school to the Highland County School Board. A complete application includes the applicant's Virginia Public Charter School Application package submitted to the Board of Education, the result of the Board of Education's review of the application, and the Charter School Application Addendum (LC-E). Prior to submitting a charter school application to the School Board, a public charter school applicant shall submit its proposed charter application to the Board of Education for review and comment and a determination as to whether the application meets the approval criteria developed by the Board of Education. Charter School applications initiated by the Highland County School Board must conform to the Virginia Public Charter School Application. However, such applications are not required to receive Board of Education review and comment prior to action by the School Board.

The Board of Education examines all applications, other than those initiated by the School Board, for feasibility, curriculum, financial soundness and other objective criteria it may establish, consistent with existing state law. The Board of Education's review and comment is for the purpose of ensuring that the application conforms with such criteria. The school division may work with a charter school applicant before the application is submitted to the Board of Education for review and recommendation.

All public charter school applicants, other than those initiated by the School Board, must also complete the application addendum in the format provided in Exhibit LC-E the Highland County Public Schools Charter School Application Addendum. The School Board shall establish a "review team" consisting of appropriate school personnel, a local business representative and a resident charter school proponent to evaluate charter school applications. The School Board shall designate the chairman of the review team as the contact person for answering questions about the application process and receiving applications. The review team shall work cooperatively with applicants for charter schools. When an application is incomplete, the review team shall request the necessary information; an incomplete application is not grounds for denying a charter. However, if the applicant does not provide the necessary information within a reasonable timeframe (established by the review team) then the application may be denied.

The review team shall (1) recommend to the School Board appropriate criteria for reviewing charter school applications; (2) evaluate all charter school applications based on the review criteria adopted by the School Board; (3) recommend one of the following options to the School Board for each application: approve, reject, place on a waiting list or return with suggestions for improvement; (4) monitor charter school progress; and (5) make recommendations for revocation, renewal or non-renewal of charter contracts.

The Highland County School Board shall establish procedures for receiving, reviewing, and ruling on applications for the establishment of charter schools. Such procedures must include a timeline for the application and review process and the means for reviewing and evaluating each application, including the criteria on which the decision to grant or deny a charter will be based.[3] To provide appropriate opportunity for input from parents, teachers, citizens, and other interested parties and to obtain information to assist the School Board in its decision to grant or deny a public charter school application, the procedures will provide for public notice and the receipt of comment on public charter school applications. The School Board shall give at least 14 days' notice of its intent to receive public comment on an application. A copy of the procedures, including the review criteria, shall be posted on the division's website and a copy shall be made available to any interested party upon request.

SCHOOL BOARD DECISION

If the Highland County School Board denies a public charter school application, or revokes, or fails to renew a charter agreement, it shall provide to the applicant or grantee its reasons, in writing, for such decision, and it shall post such reasons on its website. A public charter school applicant whose application was denied, or a grantee whose charter was revoked or not renewed, is entitled to petition the School Board for reconsideration. The petition for reconsideration shall be filed no later than 60 days from the date the public charter school application is denied, or the charter agreement is revoked or fails to be renewed. Such reconsideration shall be decided within 60 days of the filing of the petition.

The Highland County School Board shall establish a process for reviewing petitions of reconsideration, which shall include an opportunity for public comment. The petition of reconsideration may include an amended application based on the reasons given by the Highland County School Board for such decision. Prior to seeking reconsideration, an applicant or grantee may seek technical assistance from the Superintendent of Public Instruction to address the reasons for denial, revocation or non-renewal.

Upon reconsideration, the decision of the Highland County School Board to grant or deny a public charter school application or to revoke or fail to renew a charter agreement is final and not subject to appeal. Following a decision to deny a public charter school application or to revoke or fail to renew a charter agreement, the School Board submits documentation to the Board of Education as to the rationale for the School Board's decision. The Board of Education has no authority to grant or deny a public charter school application or to revoke or fail to renew a charter agreement but may communicate any Board finding relating to the rationale for the School Board's denial of the public charter school application or revocation of or failure to renew the

charter agreement based on the documentation submitted in any school division in which at least half of the schools receive funding pursuant to Title I, Part A.

Nothing in this policy prohibits an applicant whose application has been denied or a grantee whose charter has been revoked or not renewed from submitting a new application.

CHARTER CONTRACT

Within 90 days of approval of a charter application, the School Board and the management committee of the approved public charter school shall execute a charter contract that clearly sets forth (i) the academic and operational performance expectations and measures by which the public charter school will be judged and (ii) the administrative relationship between the School Board and public charter school, including each party's rights and duties. The 90-day period may be extended by up to 30 days by mutual agreement of the parties. Such performance expectations and measures shall include applicable federal and state accountability requirements and may be refined or amended by mutual agreement after the public charter school has collected baseline achievement data for its enrolled students.

The academic and operational performance expectations and measures in the charter contract shall be based on a performance framework that clearly sets forth the academic and operational performance indicators, measures and metrics that will guide the School Board's evaluations of the public charter school. The performance framework shall include indicators, measures and metrics for:

- student academic proficiency;
- student academic growth;
- achievement gaps in both proficiency and growth between the major student subgroups based on gender, race, poverty status, special education status, English language learner status and gifted status;
- attendance;
- recurrent annual enrollment;
- postsecondary education readiness of high school students;
- financial performance and sustainability; and
- the performance and stewardship of the management committee, including compliance with all applicable laws, regulations, and terms of the charter contract.

The performance framework shall allow the inclusion of additional rigorous, valid, and reliable indicators proposed by the charter school to augment external evaluations of its performance, provided that the School Board approves the quality and rigor of such indicators.

The performance framework shall require the disaggregation of all student performance data by major student subgroups based on gender, race, poverty status, special education status, English language learner status, and gifted status.

Annual performance targets shall be set by the public charter school and the School Board and shall be designed to help each school meet applicable federal, state, and School Board expectations.

The charter contract shall be signed by the chairman of the School Board and the president or chairman of the public charter school's management committee. Within 10 days of executing a charter contract, the School Board shall submit to the Board written notification of the charter contract execution, including a copy of the executed charter contract and any attachments.

No public charter school shall commence operations without a charter contract executed in accordance with this policy and approved in an open meeting of the School Board.

WAIVERS OF SCHOOL BOARD POLICY AND STATE REGULATION

A charter school may operate free from School Board policies and state regulations, except the Standards of Quality, the Standards of Accreditation and Standards of Learning, as agreed in the charter contract. The School Board shall request from the Board of Education, on behalf of its charter schools, waivers from state regulation contained in each approved charter application. If the charter school is designed to increase the opportunities of at-risk students, then the School Board shall request that the Board of Education approve an Individual School Accreditation Plan.

MANAGEMENT AND OPERATION

A charter school shall be administered and operated by a management committee in the manner agreed to in the charter contract. The management committee shall be composed of parents of students enrolled in the school, teachers and administrators working in the school and representatives of any community sponsors, or any combination thereof. A charter school shall be responsible for its own operations.

However, a charter school may negotiate and contract with the School Board, or any other third party, for the provision of necessary services; services provided by the School Board must be provided at cost.

The applicant and members of the management committee, administrators, and other personnel serving in a public charter school must disclose any ownership or financial interest they may have in renovating, lending, granting, or leasing public charter school facilities.

PERSONNEL

Charter school personnel shall be selected as agreed in the charter contract. Such personnel may, but are not required, to be employees of the Highland County School Board. However, all charter school personnel shall be subject to the provisions of §§ Va. Code 22.1-296.1, 22.1-296.2 and 22.1-296.4.

Professional, licensed employees currently employed by the School Board may volunteer for assignment to a charter school and may be assigned by the School Board to a charter school for one contract year and reassigned annually upon the request of the employee and management committee. Professional, licensed employees assigned to a charter school shall receive the same employment benefits as such personnel assigned to noncharter schools. Professional, licensed

personnel who request assignment to a noncharter school or who are not recommended for reassignment in the charter school, other than for reasons cited in § 22.1-307 of the Code of Virginia, shall be transferred to a noncharter school according to School Board policy.

The School Board may employ health, mental health, social services and other related personnel to serve in residential charter schools for at-risk students as determined in the charter agreement. However, the School Board is not required to fund the residential or other services provided by a residential charter school.

The School Board has the final authority to assign professional, licensed personnel to charter or other schools within the division.

FUNDING

Charter schools shall be funded as provided by law and negotiated in the charter contract.

REVOCATION AND RENEWAL OF THE CHARTER CONTRACT

The School Board may revoke a charter contract if

- the charter school violates the conditions, standards or procedures established in the application;
- the charter school violates a material term of the charter contract (for example, failing to provide required reports to the School Board);
- the charter school fails to meet or make reasonable progress toward achievement of the content standards or student performance standards identified in the charter application;
- the charter school fails to meet generally accepted standards of fiscal management; or
- the charter school violates any provision of law from which it was not specifically exempted.

A charter contract may be renewed for up to five years. The management committee must apply to renew the charter by 180 days before the charter expires.

The application for renewal shall contain:

- a report on the progress of the charter school in achieving the goals, objectives, program, and performance standards for students and other conditions and terms the School Board required in the charter; and
- a financial statement, on forms prescribed by the Board of Education, disclosing the costs of administration, instruction and other spending categories which is written in a way to allow the School Board and the public to compare such costs to the costs of other schools and comparable organizations other information the School Board may require.

If a charter contract is revoked or not renewed, or a charter school is dissolved, the management committee shall be responsible for all financial obligations of the charter school.

REPORTS

The Highland County School Board reports the following to the Board of Education:

- the grant or denial of charter applications, applications for renewal, and the revocation of any charter contract; for any such denial, revocation or failure to renew, the report to the Board of Education contains documentation as to the reason for the denial or revocation; and
- whether a public charter school is designed to increase the educational opportunities of at-risk students.

The Board of Education will report the number of public charter schools established in Virginia, and the number of charters denied, in its annual report to the Governor and the General Assembly.

Adopted: September 2021

Updated: March 9, 2023

Legal Refs: 20 U.S.C. § 6311
Code of Virginia, 1950, as amended, §§ 22.1-3, 22.1-212.5 et seq.

Cross Refs: KBA Requests for Public Records
KBA-F1 Request for Public Records
KBA-F2 Record of Inspection and/or Delivery of Copies
KBA-R Requests for Public Records
LC-E Highland County Charter School Application Addendum

Policies
For
Review

PURPOSE

The Highland County School Board provides a computer system, including the Internet, to promote educational excellence by facilitating learning, resource sharing, innovation, collaboration, and communication. Technology devices will be reviewed and installed by the technology department for proper implementation into the computer system. The term computer system includes hardware, software, data, communication lines and devices, switches, printers, CD-ROM devices, servers, personal computers, other devices, the Internet, and other internal or external networks.

All use of the division's computer system by division personnel, community stakeholders, families, and students must be (1) in support of education and/or research, or (2) for legitimate school business. Users must follow the fair-use laws and all other copyright regulations. Use of the computer system is a privilege, not a right. The Superintendent shall establish administrative procedures, for the School Board's approval, containing the appropriate uses, ethics, and protocols for the computer system, including the prohibition of illegal material, acts involving cyberbullying, harassment, prevention of access to material harmful to juveniles and measures to enforce this policy and regulation. Any communication or material used on the computer system, including electronic mail or other files deleted from a user's account may be monitored, ~~or~~ read, and/or archived by school officials.

TECHNOLOGY ACCESS

Information technology skills are now fundamental for productive citizens and employees. Access to technology enables students, teachers, and administrators to integrate technology throughout the curriculum. As much as possible, technology resources should direct students to those resources which have been evaluated prior to use. Staff members should provide supervision during all Internet activities. Users are accountable for the appropriate use of resources.

USES, ADVANTAGES AND DISADVANTAGES

Each teacher, administrator, student, and staff member requiring access to the system will be assigned a Google login connected to the cloud. Google will provide email, collaboration areas, online storage, and the Google office suite. All users will be monitored though special tools monitoring for prohibited actions. The use of online sites provides access to information at any location. Staff members will use multifactor authentication when logging in to the system.

Users will also have information available for research at their disposal and the use of online classrooms may make a variety of offerings available to teachers and students. The disadvantages of using the computer system include, but are not limited to, vulnerabilities such as online predators, harassment, cyberbullying, hackers, email scams, and viruses.

INTERNET SAFETY COMPONENT

Internet Safety is integrated within the school's curriculum as enacted by the General Assembly of Virginia in accordance with 22.1 - 70.2 of the Code of Virginia.

SOCIAL MEDIA

Social media includes Internet-based applications and mobile technologies that allow the creation and exchange of user-generated content. Examples of commonly used social media tools include, but are not limited to, blogs, message boards, chat groups, instant messaging, personal news updates, and music and video sharing (e.g., Facebook, Google+, REMIND 101, YouTube, and Twitter). Utilization of social media on HCPS's computer system is permitted only by division personnel for professional development purposes, as a tool to foster closer community/school relations (e.g. the creation of a school Facebook Page), and as an educational tool with students over the age of 13 years (provided it is in compliance with COPPA, CIPA, and PPRA), or when HCPS has approved usage division-wide (e.g., the HCPS Google Domain, a private HCPS learning management tool) and with parental permission. Students may use social media on the HCPS computer system for educational purposes only, with prior approval from the classroom teacher.

Any use of social media must be in compliance with this AUP. Staff and students are cautioned that even non-school division computer system use of social media that violates this AUP, any School Board policies or procedures, the Code of Student Conduct, or creates a foreseeable risk of causing a substantial disruption to the work and discipline of the school, may result in disciplinary action. Staff members should only interact with students through social media sites created for educational purposes. Staff should not engage students through personal social media sites.

Classroom use of social media with students under the age of 13 years old is only permitted when expressly allowed by law (e.g., falls within the parameters of COPPA, CIPA, and PPRA) or when HCPS has approved usage division-wide (e.g., the HCPS Google Domain, a private HCPS learning management tool) and requires parental permission.

FILTERS IN PLACE

Highland County Public Schools will use a filter which seeks to prevent access to pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C .§ 2256, obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460, material which the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors. However, it is recognized that this filter alone is no guarantee that users will not be able to find Internet resources which are profane, offensive, obscene, or otherwise objectionable.

HCPS also has tools to monitor all activities for prohibited activities in the Google cloud. In addition, the technology director reviews and evaluates emerging technologies and their appropriate educational use. School administrators develop procedures for incorporating technology into classroom instruction on a regular basis. Parents and guardians may request alternative activities not requiring Internet use for their minor children.

HCPS Approved External Learning Programs

Highland County Public Schools researches and approves internet programs for student data privacy and compliance with CIPA, COPPA, FERPA, PPRA federal regulations. Signature of the User Agreement provides parental permission and allows the student access to approved programs.

A List of approved programs can be viewed at the following address: **https://5il.co/1vga2**. The programs may be updated to ensure a safe, data secure environment for students. Programs may be added or removed to meet the instructional needs of students or address data security situations.

For detailed information on each of these programs, please contact Gary Lane by email at glane@highland.k12.va.us or by phone at (540) 468-6307.

GOOGLE WORKSPACE

Students in Highland County Public Schools will be using the Google Workspace for Education programs for school classwork. These services include Gmail, Google Drive, Google Classroom, and other applications. Due to an update to the Google Workspace for Education agreement, all parents of users under the age of 18 must receive parental consent before using Google Workspace for Education. The permission for Google Workspace is included in the Users agreement below.

VIRTUAL LEARNING AT HOME

With the increased virtual learning in the home environment, Highland County Public Schools will be providing technology for students necessary to complete assignments issued by the school. Users are expected to securely maintain their device in a safe manner, as to not cause damage to the device. Users are also expected to be safe on the internet, just as they would when working at the school. District technology sent home has an internet filtering application installed to limit access to inappropriate material; however, it is recognized that this filter alone is no guarantee that users will not be able to find Internet resources which are profane, offensive, obscene, or otherwise objectionable.

STUDENT RESPONSIBILITIES

Students utilizing technology and Internet access must first have permission from and be supervised by a division's staff member. Students are responsible for appropriate behavior on-line, just as they are in a classroom or other areas of the school. To remain eligible as users, student use must be in support of and consistent with the educational objectives of HCPS. Access is a privilege, not a right. Access requires responsibility.

~~**USE OF CELLULAR PHONE AND ELECTRONIC DEVICES**~~

~~Elementary School~~

~~Elementary School students may not use cellular phones or personal electronic devices during the school day.~~

~~Middle and High School~~

~~Middle and High School Students may use cell phones, earphones, and electronic devices (including wearable devices) in the cafeteria during a student's scheduled lunch time and before and after the instructional day.~~

~~Cell phones, earphones, and any electronic device brought from home may not be used, by students during scheduled instructional time or taken into the classroom during the bell-to-bell instructional day.~~

~~Highland County Public Schools will supply any necessary electronic devices for educational purposes.~~

~~This policy is designed to be clear cut, easy to define, and easy to determine when it is being followed.~~

~~The students have choices for their cell phones, earphones, and electronic devices:~~

- ~~Leave them at home.~~
- ~~Turn them off and store them during the instructional day.~~

~~This policy bans cell phones, earphones, and personal electronic devices from even being in classroom.~~

~~If a cell phone, earphones, or personal electronic device is exposed or heard during scheduled instructional time or between classes – no matter the circumstance – then the policy has been broken.~~

~~Consequences for Violations~~

~~There are consequences for having a cell phone, earphones, or personal electronic devices in class or during instructional time (for any reason). There are no warnings.~~

~~If a student has a phone, earphones, or a personal electronic device out during scheduled instructional time or in the hallway, the device will be confiscated for the rest of the day (see below). It doesn't matter if they put their device away before the teacher approaches or if they pull it out for a quick second to check the time. If it comes out, regardless of why, the policy has been broken.~~

~~Failure to handover a device upon request will constitute a referral to the school principal for failure to respond to questions or request by staff (Student Code of Conduct RB10).~~

~~First Offense:~~

- ~~The teacher takes possession of the device(s) by approaching the student and holding open a large Ziploc bag. By using a plastic bag rather than taking the device(s) by hand, it shows respect for the student's property. It's also less confrontational and causes students to be more comfortable handing it over. This also underscores the importance of not lecturing, scolding, or making a show of taking the phone.~~
- ~~The teacher shall secure and label the bag with the student's name. At the end of class, the teacher shall take the bag to the office to be secured locked up for safekeeping.~~
- ~~At the end of the day, after 3:15 pm, the students must come to the office to retrieve their phone. If the student doesn't arrive by 4:00 pm, then they must wait until the following day, before or after the instructional day, to receive their phone.~~

~~Repeat Offenses:~~

- ~~Additional violations of this policy will require a parent/guardian to retrieve the device(s) in the main office after school between 3:30 – 4:00 pm or the following day.~~
- ~~The device(s) will not be returned to the parent/guardian during school hours of the same day of the offense.~~

~~Additional Offenses (BSO11 and BSO13):~~

- ~~The administration may issue further consequences including lunch detention, after school detention, or other dispositions as appropriate to prevent future infractions.~~
- ~~More than three violations will require the above consequences and constitute a referral to the school principal for Noncompliance with Directives from Principals, Teachers, and/or Other School Personnel (Student Code of Conduct).~~

~~Much of the information was obtained:~~
~~Michael Linsin, January 20 2018. How to Eliminate Cell Phone Use in the Classroom~~

PROHIBITED ACTIVITIES

The following uses of the division computer system, including Internet access, are prohibited by any users:

- to "hack into" or otherwise access data not intended for the user including, but not limited to, other users' files and administrative data;
- to share passwords with others, circumventing the menu/password and/or Internet filtering software installed on Division computers;
- to access, upload, download, create or distribute profane, pornographic, obscene, sexually explicit, or illegal material;
- to transmit profane, obscene, abusive, sexually explicit, or threatening language that could be characterized as bullying, harassing, or damaging to one's reputation;
- to vandalize, damage, or disable the property of another individual or organization including destroying data by creating or spreading viruses or by other means;
- to violate copyright or otherwise use the intellectual property of another individual or organization without permission;
- to abuse or monopolize technology resources for non-educational use; and
- to violate any local, state, or federal law;
- Using the computer system for private financial or commercial gain; and
- Using the computer system while access privileges are suspended or revoked.

The following use of the division computer networks including Internet access is prohibited by students unless authorized by the HCPS Technology Department:

- To download and/or install software on the Division's computers.

FILES NOT CONSIDERED PRIVATE

Users should not expect that data stored on HCPS computers will be private. Digital communications and files stored on Division computers are always regarded as property of the Division. Authorized administrators may review files, including but not limited to e-mail, documents, and logs at any time, without prior notice, to maintain system integrity, and assure users are acting in accordance with this policy.

CONSEQUENCES OF VIOLATIONS

Any violation of Division policy and rules may result in immediate termination of Division-provided access to the Internet. Additional disciplinary action may be determined at the school level, in keeping with existing procedures and practices regarding inappropriate conduct. Violations of Division policy and rules may result in additional disciplinary action (up to and including suspension or expulsion for students or formal reprimand or dismissal for employees) by the School Board. When and where applicable, law enforcement agencies may be involved.

SECURITY MEASURES

Current security measures include, but are not limited to managed networks, firewalls, Internet filters, virus control and monitoring devices. Methods to ensure data and network security are reviewed annually. Problems are identified, evaluated, and addressed.

LIABILITY

The Highland County School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery, missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs, or damages incurred relating to or arising out of any violation of these procedures.

USER TRAINING

All HCPS students must participate in annual internet safety courses as directed by the district technology plan. District personnel will attend cyber security training at the beginning of the year. Training is key to the safety of users on the internet and data security for the district.

COMMUNITY OUTREACH

HCPS will conduct an Internet safety briefing for the community and parents during open house for the schools annually. Family involvement in student internet access and how to best protect themselves and their student will be discussed. The forum will also allow for parent input on how they view student internet safety and any suggestions to improve the process for a safe internet environment.

AUP EVALUATION

The Acceptable Internet Use Policy will be evaluated annually and updated as necessary to adjust for evolving future technologies, software, and incidents. The School Board will review and approve the AUP annually as mandated by federal law.

Adopted: July 2022

Updated: August 2024, August 2023

Legal Refs: 18 U.S.C. §§ 1460, 2256.
47 U.S.C. § 254.
Code of Virginia, 1950, as amended, 22.1-70.2 and 22.1-78.

Highland County Public Schools
Monterey , Virginia 24465

Dear Parent/Guardian:

The Highland County School Board offers each student the use of electronic communications through the Highland County Public School's (HCPS) computer system. Your child will be able to communicate with other schools, colleges, organizations, and individuals around the world through the Internet and other electronic information systems/networks.

Part of the HCPS's responsibility in preparing students for the 21st century is to provide them access to the tools they will be using as adults in the community and workplace. Through the HCPS's computer system, your child will have access to databases, libraries, and computer services from all over the world. HCPS accepts the responsibility of teaching each student about his/her role as a "network" citizen and the code of ethics involved with this new community.

With this educational opportunity each student accepts a personal responsibility. It is important that you and your child read and discuss the requirements listed in the enclosed division policy, administrative regulation, and agreement form. HCPS takes precautions to prevent access to inappropriate material. However, it is impossible to control access to all material and a user may access inappropriate material.

For your child to take advantage of this educational opportunity, parent/guardian authorization is required. Attached to this letter are the Acceptable Computer System Use Policy and Regulation (IIBEA) and the Acceptable Computer System Use Agreement which both you and your child must sign before your child may use the HCPS computer system. Please review these materials carefully with your student before signing the required agreement.

Drew R. Maerz, Superintendent

Highland County Public Schools

Highland County Public Schools
Acceptable Computer System Use
Grade K-2

A good computer user:

1. Uses the computer with good intentions and does not use a computer to hurt people or their work.
2. Respects the computer as the school's property. Does not break or hurt the computer.
3. Practices good computer citizenship. Does not look at, send, or print bad or mean messages or pictures.
4. Respects the environment and does not waste paper by printing too much.
5. Respects the rights of others. Does not go into another person's folders, work, or files without permission.
6. Acts responsibly. Immediately tells an adult if his or her computer shows bad things.
7. Accepts responsibility and expects to be disciplined for misuse of the computer system.

☐ **I agree to be a good computer user.**

☐ **I would like to opt out of the computer system this year. I am aware I will not be able to use technology or internet access.**

Student Name _____ School _____

Student Signature _____ Date _____

I expect my child to be a good computer user as defined by this document and the Highland County School Board Policy and Regulation (IIBEA), Acceptable Computer Use.

Parent/Guardian Signature _____ Date _____

Highland County Public Schools
Acceptable Computer System Use
Grade 3-5

A good computer user:

1. Uses the computer with good intentions and does not use a computer to hurt people or their work.
2. Respects the computer as the school's property and does not damage the computer or computer system.
3. Practices good computer citizenship. Does not look at, send or print inappropriate messages or pictures.
4. Respects the environment and does not waste paper by printing too much.
5. Respects the rights of others. Does not go into another person's folders, work, or files without permission.
6. Acts responsibly. Immediately tells an adult if his or her computer displays inappropriate material.
7. Respects the law and does NOT violate copyright laws.
8. Accepts responsibility for proper computer use. Knows misuse of the computer system can result in loss of computer privilege or other disciplinary action.

☐ **I agree to be a good computer user.**

☐ **I would like to opt out of the computer system this year. I am aware I will not be able to use technology or internet access.**

Student Name _____ School _____

Student Signature _____ Date _____

I expect my child to be a good computer user as defined by this document and the Highland County School Board Policy and Regulation (IIBEA), Acceptable Computer Use.

Parent/Guardian Signature _____ Date _____

Highland County Public Schools
Acceptable Computer System Use Agreement
Grades 6-12

Each student and their parent/guardian must sign this Agreement before being granted use of the Highland County Public School's computer system.

Prior to signing this Agreement, please read and discuss the Acceptable Computer System Use Policy and Regulation (IIBEA). If you have any questions about this policy or regulation, contact your child's principal.

AGREEMENT

I understand and agree to abide by the HCPS's Acceptable Computer System Use Policy and Regulation. I understand that HCPS may access and monitor my use of the computer system, including my use of the Internet, e-mail, and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

☐ **I agree to be a good computer user.**

☐ **I would like to opt out of the computer system this year. I am aware I will not be able to use technology or internet access.**

Student Signature _____ Date_____

Student Name (Print) _____

I have read this Agreement and Policy and Regulation IIBEA. I understand that access to the computer system is intended for educational purposes and the HCPS has taken precautions to eliminate inappropriate material. I also recognize that it is impossible for HCPS to eliminate access to all inappropriate material and I will not hold HCPS responsible for information acquired through the computer system. I have discussed the terms of this agreement, policy, and regulation with my child.

I grant permission for my student to use the computer system and for HCPS to issue an account for my student.

_____ _____
Parent/Guardian Printed Name Date

_____
Parent/Guardian Signature

Highland County Public Schools
Google Workspace Consent

The first consent box will allows your student to access the Google Workspace and continue completing their assignments in the online environment.

The second box states that you do not give your consent. This will affect how your student completes his or her coursework inside the Google Workspace environment. The student will have to work from paper copies instead of working in the online environment.

Finally, your printed name and signature are required to grant your consent or not.

☐ **I give my consent** for my child to use the Google Workspace for Education programs for their classwork during the school year.

☐ **I do not give my consent** for my child to use the Google Workspace for Education programs this year. I am aware that our child will need to complete their work on paper instead of online.

Parent/Guardian Printed Name

Date

Parent/Guardian Signature

HIGHLAND COUNTY PUBLIC SCHOOLS
ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT
Employee Agreement

Each employee must sign this Agreement as a condition for using Highland County Public School's computer system.

Prior to signing this Agreement, read the Acceptable Computer System Use Policy and Regulation (IIBEA). If you have any questions about this policy or regulation, contact your supervisor.

AGREEMENT

I have read this Agreement and the Acceptable Computer System Use Policy and Regulation (IIBEA). I understand and agree to abide by the HCPS's Acceptable Computer System Use Policy and Regulation. I understand that the HCPS may access and monitor my use of the computer system, including my use of the Internet, e-mail, and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Employee Printed Name	School
Employee Signature	Date

This policy outlines the expectations of the Highland County School Board in relation to the usage of cell phones by employees of the School Board. It is intended to offer guidance to employees with regard to what constitutes the appropriate use of cell phones within the workplace or elsewhere whilst carrying out duties of employment, and additionally covers the potential consequences of misuse in contravention of the policy.

The School Board acknowledges that cellular phones are an efficient communications tools yet can be both disruptive (in terms of productivity and concentration levels) and dangerous (from a health and safety point of view). Cellular phone use in the workplace can also risk breaches of confidentiality.

As an employer, the Highland County School Board has a duty to ensure that the working environment is safe, and that policies and practices are adopted to ensure safety. This policy may apply differently depending on the type of work being undertaken and the working environment. We expect all employees to adopt a common-sense approach with regard to their use of cell phones.

SCOPE

This policy applies to all those who are employed by the Highland County School Board or volunteer in Highland County Public Schools. Throughout this policy the use of 'cell phone' should be taken to include all types of cellular phone, smartphone, iPhone, wearable devices, and comparable electronic devices. This policy relates to all forms of communication, including, but not limited to, phone (and video) calls, text (or picture) messages, emails, and instant messages. The "use" of a cell phone also includes accessing the internet, for any purpose, on a cell phone or wearable device.

PRINCIPLES

Any cell phone brought into a school remains the responsibility of the individual owner. Highland County Public Schools accepts no responsibility for the loss, theft, or damage of personally owned cell phones.

Employees are expected to model student cell phone and personal electronic device use expectations. As such, employees are prohibited from using cell phones and other personal electronic devices during scheduled class time or when employees are responsible for the instruction and/or direct supervision of students. Employees may use cell phones when on break, during lunch, during planning time, and to communicate with fellow staff members or administrators on school related issues.

Division employees, including co-curricular/extra-curricular sponsors/coaches, must use non-social media-based apps to communicate activity and athletic information with students during school hours. All school communication with a student shall include another adult; a division employee or the student's parent/guardian is preferred.

Employees are encouraged not to give their personal cell number to students, nor should they store student telephone numbers on their personal cell phone, as this may facilitate the

possibility of inappropriate contact from pupils and parents. Professional communication on a personal cell phone may subpoenaed.

Employees should never send to (or accept from) colleagues or pupils any texts or images that could be perceived as inappropriate or offensive.

USE OF PERSONAL CELL PHONES DURING THE WORKING DAY

Personal cell phones should be switched off or set to silent during the instructional day, except during a scheduled planning time, break, or lunch. Employees using personal cell phones during these time should be respectful of their colleagues and cell phones should not be used in front of students or in a location students may observe the use.

It is recognized that there may be emergency situations in which an employee needs to use their personal cell phone, such as if they are a caregiver or if there is a family crisis. In such cases, the employee should notify their principal or supervisor of the emergency situation. Whenever possible, emergency conversations should be conducted away from colleagues and students.

SCHOOL ISSUED PHONES

School cell phones are supplied to staff for work-related use only. Employees are responsible for the security of any division issued cell phone. All requirements for personal cell phone use should be followed with school issued cell phones.

DRIVING FOR WORK

It is against the law to use a hand-held cell phone when driving.

Employees are strictly prohibited from using a hand-held cell phone at any time when driving, or in charge of a division owned vehicle. If an employee is caught by the police using a hand-held phone or similar device, the individual shall lose the right to drive a division owned vehicle. The division will not be responsible for any civil or criminal liability resulting from an employee being caught using a hand-held cell phone while driving.

CONFIDENTIALITY

All School Board employees are expected to abide by FERPA and maintain student confidentiality. All employees should be mindful of their duty of confidentiality at all times – particularly when using mobile phones or accessing the internet in the workplace (during breaks and lunch time periods).

VIOLATIONS OF POLICY

All employees are expected to comply with this policy. Any deviation from the standards established in this policy will be treated as a breach of employment standards and employees may be subject to disciplinary action up to and including dismissal.

Adopted:

Updated:

Legal Refs: Executive Order 33 by Governor Glenn Youngkin on July 9, 2023 (https://www.governor.virginia.gov/media/governorvirginiagov/governor-of-virginia/pdf/eo/EO-33---Cell-Phones-7.9.24.pdf)

Cross Refs.:		
	GAB/IIBEA	Acceptable Computer System Use
	GAB-001/IIBEA-001	Acceptable Use Policy
	IIBEB	Student Use of Cell Phones and Personal Electronic Devices
	GAD	Access to Employee Social Media Accounts
	GCPD	Professional Staff Discipline

The ~~HIGHLAND COUNTY~~ Highland County School Board prohibits abusive work environments in the school division.

Any School Board employee who contributes to an abusive work environment is appropriately disciplined.

Retaliation or reprisal against School Board employees who make allegations of abusive work environments or assist in the investigation of allegations of abusive work environments is prohibited.

DEFINITIONS

As used in this policy,

"Abusive conduct" means conduct of a School Board employee in the workplace that a reasonable person would find hostile and that is severe enough to cause physical harm or psychological harm to another School Board employee based on a determination in which the following factors are considered: the severity, nature, and frequency of the conduct and, when applicable, the continuation of the conduct after a School Board employee requests that it cease or demonstrates outward signs of physical harm or psychological harm in the face of the conduct. "Abusive conduct" includes verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating; the gratuitous sabotage or undermining of another School Board employee's work performance; attempts to exploit another School Board employee's known psychological or physical vulnerability; or repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, or epithets. "Abusive conduct" does not include (i) a single act, unless it is especially severe, or (ii) conduct that the School Board proves with clear and convincing evidence is necessary for the furtherance of its legitimate and lawful interests.

"Abusive work environment" means a workplace in the school division in which abusive conduct occurs.

"Physical harm" means a material impairment of a School Board employee's physical health or bodily integrity, as documented by a licensed physician or another licensed health care provider.

"Psychological harm" means a material impairment of a School Board employee's mental health, as documented by a licensed psychologist, psychiatrist, or psychotherapist or another licensed mental health care provider.

Adopted: September 2021

Updated:

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-291.4.

No teacher is regularly employed by the School Board or paid from public funds unless such teacher

- holds a license issued by the Board of Education or a provisional license issued by the Board of Education, superintendent or school Board
- holds a local eligibility license as defined in issued in accordance with Va. Code §§ 22.1-298.1 and 22.1-299
- holds a three-year license to teach high school career and technical education courses in specified subject area; or
- is hired to teach in a trade and industrial education program and for whom the teacher licensure requirements have been waived by the Virginia Department of Education.

The Board of Education prescribes, by regulation, the requirements for the licensure for teachers and other school personnel required to hold a license.

PROVISIONAL TEACHER LICENSE

If a teacher employed under a provisional license is activated or deployed for military service within a school year (July 1 - June 30), an additional year will be added to the teacher's provisional license for each school year or portion thereof during which the teacher is activated or deployed. The additional year shall be granted the year following the return of the teacher from deployment or activation.

The superintendent may request that the Board of Education extend the three-year provisional license of a teacher for at least one year but no more than two additional years. The request must be accompanied by the superintendent's recommendation for such extension and satisfactory performance evaluations for the teacher for each year during the original three-year provisional license that such teacher was actually employed and received a filed performance evaluation.

~~The Board of Education prescribes, by regulation, the requirements for the licensure for teachers and other school personnel required to hold a license. On recommendation of the superintendent, the School Board may waive applicable licensing requirements as specified Va. Code § 22.1-298.1 for any individual the School Board seeks to employ as a career and technical education teacher who is also seeking initial licensure or renewal of a license with an endorsement in the area of career and technical education.~~

As specified in Va. Code § 22.1-298.1, the division's superintendent may issue a provisional teacher license to any individual the School Board seeks to employ as a career and technical education teacher who is also seeking initial licensure in Virginia with an endorsement in the area of career and technical education to allow the teacher time to attain the required credentials.

Upon an individual's completion of a local eligibility license, the School Board may issue a provisional license to such individual upon receiving from the superintendent (i) a recommendation for such license, and (ii) a satisfactory performance evaluation for such individual for the local eligibility licensure period.

LOCAL ELIGIBILITY LICENSE

In accordance with Va. Code § 22.1-298.1(M) and the Board of Education's regulations, a one-year nonrenewable local eligibility license may be issued to an individual who needs to take additional coursework but otherwise meets certain conditions for licensure and who may be employed by the School Board with the intention of such individual, upon satisfaction of the applicable requirements set forth in Board regulations, receiving full licensure with a renewable license.

The superintendent or School Board may recommend for a local eligibility license any individual who received a baccalaureate degree from a regionally accredited institution of higher education and who has experience or training in a subject or content area as the School Board or the superintendent deems appropriate for the applicable teaching position or endorsement area.

Each local eligibility license is subject to regulations developed by the Board of Education and criteria established by law, including, but not limited to, the following:

- the School Board ensures that the number of its employed teachers who hold local eligibility licenses do not exceed five percent of the teachers employed by the School Board during the preceding school year;
- local eligibility licenses are not issued to any individual who is (i) seeking to provide instruction in special education or (ii) eligible for a collegiate professional license or postgraduate professional license;
- any individual issued a local eligibility license is required to complete, within the one-year of such licensure, all training requirements prescribed by law, the School Board and the superintendent;
- local eligibility licenses are only valid within the issuing school division;
- any individual issued a one-year local eligibility license is considered a probationary teacher and subject to the probationary terms of employment pursuant to Virginia law and School Board policies;
- when appropriate, before or by the expiration of such local eligibility license period held by an individual, the superintendent and School Board provide a recommendation to the Board of Education for such individual to be issued a collegiate professional or postgraduate professional license; and
- within a month of issuance to an individual, each local eligibility license is reviewed by the Department of Education's Office of Licensure to ensure compliance with all Board of Education regulations.

Adopted: September 2021

Updated: December 2023

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-298.1, 22.1-299, 22.1- 299.5 and 22.1-299.6.

The Highland County Public Schools recognizes that student access to cell phones and other personal electronic devices is common in current society. It is imperative, however, that students, families, and staff understand there are appropriate and inappropriate times for the use of such devices. Schools must provide a learning environment free from unnecessary distraction and disruption. To minimize distractions in the learning environment, the School Board supports a cell phone-free education, meaning an age-appropriate restriction on the use of cell phones and other personal electronic devices (including personal earphones and wearable devices) during the instructional day.

RATIONALE

This policy was developed to align with Executive Order 33 which was issued by Virginia Governor Glenn Youngkin on July 9, 2024. The executive order promotes the health and safety of Virginia's preK-12 students. In addition, the order recognizes that a focused educational environment with minimal distractions is most conducive to learning. Parents, public health professionals, educators, and other community groups have expressed concern over depression and anxiety that can partially be attributed to high social media usage and consistent access to cell phones.

EXPECTATIONS

Student access to cell phones and other personal devices is restricted from bell-to-bell. Bell-to-bell means from when the first bell rings to begin the instructional day until when the dismissal bell rings at ending the instructional day. The bell-to-bell includes recess, second chance breakfast, lunch, time between classes, and all school activities held between during the instructional day. If cell phones or personal electronic devices are brought to school, they must be turned off and stored during the bell-to-bell instructional day.

Students needing to communicate non-emergency needs with parents/guardians may use the phone in the school office with permission of their supervising staff personnel and the office staff. Parents should call the school office to communicate emergencies and non-emergencies. In the case of a family emergency, a school official will be available to support the student.

Highland County Public Schools will supply any necessary electronic devices required for educational purposes.

A. Elementary School

Elementary School students should not bring cellular or personal electronic devices to school. Elementary School students may not use cellular phones or personal electronic devices before or after the instructional day on school property or on a school bus. Exceptions for field trips will be communicated with families as necessary.

B. High School

High school students may use cell phones, earphones, and personal electronic devices (including wearable devices) before the first bell rings to start the instructional day and after the dismissal bell at the end of the instructional day.

Cell phones and any personal electronic device must be turned off and stored during the bell-to-bell instructional day. They may not be used, turned on, visible, or in a student's possession during the bell-to-bell instructional day. Devices should not be taken into a classroom or the cafeteria during the bell-to-bell instructional day.

Student choices for their cell phones and personal electronic devices during the bell-to-bell instructional day:

- Leave them at home.
- Turn them off and store them in a locker or a vehicle.

CONSEQUENCES FOR VIOLATIONS

There are consequences for having a cell phone, earphones, or personal electronic devices on or not stored or during the bell-to-bell instructional day (for any reason).

A. First Offense (BSO13):

- The school personnel observing the device will teacher takes possession of the device(s) by approaching the student and holding open a large Ziploc bag into which the student shall place the device. By using a plastic bag rather than taking the device(s) by hand, it shows respect for the student's property.
- The school personnel will secure and label the bag with the student's name. At the end of class or the first convenient time, the school personnel shall take the bag to the office to be secured for safekeeping.
- At the end of the instructional day, after 3:15 pm, the students may come to the office to retrieve their phone. If the student doesn't arrive before the office closes, the student must wait until after 3:15 pm on the following day to retrieve the phone.

B. Second Offense (BSO13):

- A second violation of this policy will require a parent/guardian to retrieve the device(s) in the school office after school between 3:15 – 4:00 pm or during the following day. A conference between the parent/guardian and the school principal should occur before the device is released.
- The device(s) will not be returned to the parent/guardian during school hours on the same day of the offense.

C. Additional Offenses (BSO11 and BSO13):

- The third and subsequent offenses will warrant a Level 3 response by the administrator. The device may be confiscated for an extended period or banned from possession at school and/or on the school bus.
- Aggravating circumstances and repeated behaviors will result in a higher level of response as defined in the Student Code of Conduct.

D. Failure to turn over a Cell Phone, Earphones, or a Personal Electronic Device

- Failure to handover a device upon request will constitute a referral to the school principal for failure to respond to a request by staff (RB10).
- Other consequences listed above will still apply.

EXPECTATIONS FOR SCHOOL PERSONNEL

School personnel are expected to strictly enforce this policy so that students experience consistent expectations and consequences in all school settings. School personnel who take possession of devices must store the device(s) in a safe location until the first available opportunity to deliver it to the school office. Confiscated devices may be retrieved as outlined above.

Employees are expected to model student cell phone and personal electronic device use expectations. As such, employees are prohibited from using cell phones and other personal electronic devices during scheduled class time or when employees are responsible for the instruction and/or direct supervision of students. Employees may use cell phones when on break, during meals, during planning time, and to communicate with fellow staff members or administrators on school related issues.

Division employees, including co-curricular/extra-curricular sponsors/coaches, must use non-social media-based apps to communicate activity and athletic information with students during school hours. All school communication with a student shall include another adult; a division employee or the student's parent/guardian is preferred.

EXCEPTIONS TO THIS POLICY

Exceptions to this cell phone-fee education policy may be made to support the health and wellness of a student. Allowable exemptions must be written into an Individualized Education Plan (IEP), a 504 plan, a Limited English Proficiency Plan, and/or an individualized health care plan. All individualized health care plans that include cell phone or personal electronic device usage must be approved by a licensed medical practitioner, the school principal, and the superintendent.

Adopted:

Updated:

Legal Refs: Code of Virginia, 1950, as amended, 22.1-70.2 and 22.1-78.
Executive Order 33 by Governor Glenn Youngkin on July 9, 2023 (https://www.governor.virginia.gov/media/governorvirginiagov/governor-of-virginia/pdf/eo/EO-33---Cell-Phones-7.9.24.pdf)

Cross refs.: GAC Staff Cell Phone Usage
IBEA-001 Acceptable Use Policy for Electronic Information, Service, and Networks

I. GENERALLY

No person may manufacture, sell, or distribute or possess with intent to sell, give, or distribute any "controlled substance", ~~or~~ "imitation controlled substance", or "marijuana," as all are defined in Virginia law, while

- on the property, including building or grounds, of any public school;
- on public property or any property open to public use within 1,000 feet of the property, including building or grounds, of any public school;
- on any school bus; or
- at any designated school bus stop or any public property or any property open to public use within 1,000 feet of such school bus stop during the time when school children are waiting to be picked up and transported to or are being dropped off from school or a school sponsored activity.

A. Expulsion

A student who is determined to have brought a controlled, imitation controlled substance, or marijuana onto school property or to a school-sponsored activity may be expelled in accordance with Policy JGD/JGE Student Suspension/Expulsion. The School Board may determine, based on the facts of the particular case that special circumstances exist and no disciplinary action or another form of discipline is appropriate. The Highland County School Board authorizes the superintendent to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. Any disciplinary action imposed pursuant to such a review must be taken in accordance with Article 3 of Chapter 14 of title 22.1 of the Code of Virginia.

B. Prevention and Intervention

Any student who violates this policy shall participate in the prevention and intervention activities identified in Highland County Public School's drug and violence prevention plan.

The School Board may require any student has been found to have been in possession of, or under the influence of, drugs or alcohol on a school bus, on school property, or at a school-sponsored activity in violation of School Board policies, to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program.

C. Required Reporting to Parents and Local Law Enforcement

The principal reports a violation of this policy to parents and local law enforcement as required by Policy CLA Reporting Acts of Violence and Substance Abuse.

II. STUDENTS WITH DISABILITIES

A. Students with disabilities are subject to the provisions of Section I of this policy and may be disciplined to the same extent as a nondisabled student provided the manifestation review committee determines that the violation was not a manifestation of the student's disability. The provisions of Policy JGDA Disciplining Students with Disabilities will be followed in addition to the regular disciplinary procedures.

B. Additional authority to remove a student with a disability from school for a drug violation.

1. In addition to the authority granted in Section I and Section II, subsection A above, a student with a disability may be removed without parent consent and assigned to an interim alternative education program by school personnel for not more than forty-five (45) school days when the student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a state or local educational agency. This option is available regardless of whether a manifestation exists. The removal should not be in excess of any removal imposed on a student without a disability for the same offense.

2. For purposes of this forty-five (45) school day removal, "illegal drugs" and "controlled substance" are defined by federal law as follows:

   a. Controlled substance means a drug or other substance identified under schedules I, II, III, IV, or V in § 202(c) of the Controlled Substances Act at 21 U.S.C. § 812(c).

   b. Illegal drug means a controlled substance, but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.

Adopted: September 2021

Updated: May 2024

Legal Refs: 20 U.S.C. §§ 1415.
21 U.S.C. § 812.
Code of Virginia, 1950, as amended, §§ 18.2-247, 18.2-250, 18.2-250.1, 18.2-255.2, 22.1-277.08, 54.1-3401.
8 VAC 20-81-10.

Cross Refs:

CLA	Reporting Acts of Violence and Substance Abuse
JGD/JGE	Student Suspension/Expulsion
JFC	Student Conduct
JGDA	Disciplining Students with Disabilities

No one may sell or offer for sale, within the schools, on school grounds, or at school-sponsored activities, any product or service except when the sale will benefit the educational program of the schools.

Solicitations for contributions to charitable organizations, dues for employee organizations, contributions for the benefit of professional organizations, or for school organizations may only be made outside school hours. Individual discussions between school division employees during school hours are not prohibited.

Adopted: September 2021

Updated:

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-78.

Cross Refs.:

DJG	Vendor Relations
GAB/IIBEA	Acceptable Computer System Use
GAH	School Employee Conflict of Interests
GCQAB	Tutoring for Pay
JHCH	School Meals and Snacks
JL	Fund Raising and Solicitation
KG	Community Use of School Facilities
KJ	Advertising in the Schools
KK	Visitors to the Schools

All visitors to Highland County Public schools must register at ~~the~~ a school office on arrival.

No one may possess or consume any alcoholic beverage in or on the grounds of any public school during school hours or school or student activities. In addition, no one may consume, and no organization shall serve, any alcoholic beverage in or on the grounds of any public school after school hours or school or student activities, except for religious congregations using wine for sacramental purposes only.

In accordance with Policy KGC Tobacco Products and Nicotine Vapor Products, use of tobacco products and nicotine vapor products is not permitted in schools, at school-sponsored events, or in school vehicles.

Any person found to be engaged in or advocating illegal activity while on school property, including school buses, shall be reported by the principal to the local law enforcement authorities.

Any person who willfully and maliciously damages, destroys or defaces any school district building, or damages or removes any school property from a school building, will be required to compensate the school division and may be prosecuted.

Any person who willfully interrupts or disturbs the operation of any school or, being intoxicated, disturbs the same, whether willfully or not, may be ejected and/or prosecuted.

Adopted: September 2021

Updated:

Legal Refs.: 20 U.S.C. §§ 6083, 7183.
Code of Virginia, 1950, as amended, §§ 4.1-309, 18.2-415, 18.2-128, 18.2-138, 22.1-78, 22.1-79.5.

Cross Refs:

ECAB	Vandalism
GBEC/JFCH/KGC	Tobacco Products and Nicotine Vapor Products
KK	School Visitors
KN	Sex Offender and Crimes Against Minors Registry Information

The Highland County School Board acts on offers of gifts to schools or to the school division. The School Board may impose reasonable conditions on its acceptance of gifts ~~donations~~.

When any real or personal property is given to and accepted by the Board, it vests in the Board unless inconsistent with the terms of the gift, devise, or bequest, and is managed by the Board, according to the wishes of the donor or testator. The Board in addition to the regular settlement it is required to make of all school funds, settles annually before the commissioner of accounts so far as the management of the property bequeathed or devised is concerned.

In the case of any change in the boundaries of the division, the Board shall make provision for continuing the fulfillment of the purposes of the donor as far as practicable and settlement shall be made as provided for above.

Adopted: September 2021

Updated:

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-126.

Cross Ref:
- EFB Food Services
- FE Playground Equipment
- FFA Naming School Facilities
- KJ Advertising in the Schools
- KQ Commercial, Promotional, and Corporate Sponsorships and Partnerships

Individual schools may not endorse or imply endorsement of any product. All requests for endorsement must be directed to the superintendent ~~or superintendent's designee~~.

School organizations must secure approval from the principal and superintendent before soliciting advertisements for school publications. If there is need for policy clarification, the principal consults with the superintendent.

Commercial establishments whose primary source of revenue is the sale of intoxicants may not advertise in school publications.

Adopted: September 2021

Updated:

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-78.

Cross Refs.:

DJG	Vendor Relations
JP	Student Publications
KF	Distribution of Information/Materials
KGA	Sales and Solicitations in Schools
KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships

GENERALLY

Visitors are welcome in the schools as long as their presence is not disruptive. Upon arriving at a school, all visitors must report to the school's administrative office. Potential visitors, including parents, who are registered sex offenders, should consult Policy KN, Sex Offender and Crimes Against Minors Registry Information, before arriving at school property or school sponsored activities. ~~The school division~~ Highland County Public Schools expects mutual respect, civility and orderly conduct from all individuals on school property and at school events. Unauthorized persons, including suspended and expelled students, will be requested to leave school grounds by the building administrator. Unauthorized persons who fail to leave the school grounds or school activity as requested will be considered trespassers. The Highland County School Board authorizes the superintendent to take all necessary actions regarding the safety, order and preservation of the educational environment on School Board property or at school division sponsored activities. Law enforcement may be called to enforce this policy.

Anyone, including students, who enters a school at nighttime without the consent of an authorized person except to attend an approved meeting or service or who enters or remains on any school property, including school buses, in violation of (i) any direction to vacate the property by an authorized individual or (ii) any posted notice which contains such information, posted at a place where it reasonably may be seen may be prosecuted.

PARENTS

Parents are encouraged to visit the schools on scheduled days for conferences with teachers, assemblies, ~~PTA~~ scheduled meetings, volunteer service and other school programs. Noncustodial parents are not denied, solely on the basis of their noncustodial status, the opportunity to participate in any of the student's school or day care activities in which such participation is supported or encouraged by the policies of the School Board.

BOARD MEMBERS

Periodically, Board members may visit schools within the division. The purpose of these visits is to assist in fulfilling their responsibilities and increase understanding of actual educational practices. School Board members follow the same procedures applicable to all other visitors when visiting a school.

Adopted: September 2021

Updated:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 18.2-128; 18.2-415, 22.1-4.3, 22.1-79.

Cross Refs.:

DJG	Vendor Relations
ECA	Inventory and Reporting of Loss or Damage
GAB/IIBEA	Acceptable Computer System Use

IGBC	Parent and Family Engagement
KGB	Public Conduct on School Property
KN	Sex Offender and Crimes Against Minors Registry Information
KP	Parental Rights and Responsibilities

SERVICE ANIMALS

An individual with a disability is permitted to be accompanied by the individual's service animal on ~~school~~ Highland County Public Schools property when required by law, subject to the conditions of this policy.

A "service animal" means a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. (See, however, Section D regarding miniature horses.) The work or tasks performed by a service animal must be directly related to the individual's disability.

School officials can ask the owner or handler of an animal whether the animal is required because of a disability and what work or task the animal has been trained to do unless the answers to these inquiries are readily apparent. School officials may not ask about the nature or extent of a person's disability and may not require documentary proof of certification or licensing as a service animal.

REQUIREMENTS THAT MUST BE SATISFIED BEFORE A SERVICE ANIMAL WILL BE ALLOWED ON SCHOOL PROPERTY

Vaccination: The service animal must be immunized against diseases common to that type of animal.

Health: The service animal must be in good health.

Control: A service animal must be under the control of its handler at all times. The service animal must have a harness, backpack or vest identifying the dog as a trained service dog, a leash (blaze orange in color) for hearing dogs, a harness for guide dogs, or other tether unless either the handler is unable because of a disability to use a harness, backpack, vest, leash, or other tether, or the use of a harness, backpack, vest, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control.

SERVICE DOGS IN TRAINING

Experienced trainers of service animals may be accompanied on school property by a dog that is in training to become a service animal. The dog must be at least six months of age. Trainers must wear a jacket identifying the organization to which they belong. Persons conducting continuing training of a service animal may be accompanied by a service animal while on school property for the purpose of school business. Persons who are part of a three-unit service dog team may be accompanied by a service dog while on school property provided that person is conducting continuing training of a service dog. A three-unit service dog team consists of a trained service dog, a disabled person, and a person who is an adult and who has been trained to handle the service dog. The dogs may accompany these persons while on school property for school purposes.

Use of Harnesses, Vests, etc. A dog that is in training to become a guide dog or a currently trained guide dog that is undergoing continuing training must be in a harness.

A dog that is in training to become a hearing dog or a currently trained hearing dog that is undergoing continuing training must be on a blaze orange leash.

A dog that is in training to become a service dog or a currently trained service dog that is undergoing continuing training must be in a harness, backpack, or a vest identifying the dog as a trained service dog.

The training cannot disrupt or interfere with a school's educational process. It is expected that training would not normally take place in the classroom during instructional time.

All requirements of this policy which apply to service animals, such as annual written requests, and supervision, care and damages, also apply to dogs in training.

MINIATURE HORSES

The school division will make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. In determining whether reasonable modifications in policies, practices, or procedures can be made to allow a miniature horse into a specific facility, the school division considers the following factors:

1. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
2. Whether the handler has sufficient control of the miniature horse;
3. Whether the miniature horse is housebroken; and
4. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

All additional requirements outlined in this policy, which apply to service animals, also apply to miniature horses.

EXTRA CHARGES

The owner or handler of a service animal is not required to pay an admission fee or a charge for the animal to attend events for which a fee is charged.

SUPERVISION AND CARE OF SERVICE ANIMALS

The owner or handler of a service animal is responsible for the supervision and care of the animal, including any feeding, exercising, and clean up.

DAMAGES TO SCHOOL PROPERTY AND INJURIES

The owner or handler of a service animal is solely responsible for any damage to school property or injury to personnel, students, or others caused by the animal.

REMOVAL OF SERVICE ANIMALS FROM SCHOOL PROPERTY

A school administrator can require an individual with a disability to remove a service animal from school property under the following circumstances:

1. The animal is out of control and the animal's handler does not take effective action to control it;
2. The animal is not housebroken;
3. The presence of the animal poses a direct threat to the health or safety of others; or
4. The presence of an animal would require a fundamental alteration to the service, program, or activity of the school division.

If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.

DENIAL OF ACCESS AND GRIEVANCE

If a school official denies a request for access of a service animal or a dog in training, the disabled individual or parent or guardian can file a written grievance with the school division's Section 504 Coordinator.

Adopted: September 2021

Updated:

Legal Refs.: 28 C.F.R. 35.104, 35.136
Code of Virginia, 1950, as amended, § 51.5-44.

Cross Refs.:
- DJG Vendor Relations
- GB Equal Employment Opportunity/Nondiscrimination
- JB Equal Educational Opportunities/Nondiscrimination
- JBA Section 504 Nondiscrimination Policy and Grievance Procedures
- JFHA/GBA Prohibition Against Harassment and Retaliation
- KK School Visitors
- KGB Public Conduct on School Property
- KN Sex Offender and Crimes Against Minors Registry Information

Complaints involving a particular school are handled within the school through the established channel of responsibility. If the complaint cannot be resolved at the level of the principal, it is referred to the superintendent ~~or superintendent's designee~~. If the central office staff and complainant cannot reach a satisfactory solution, the matter may, at the School Board's discretion, be heard at a regular board meeting.

Any parent, custodian, or legal guardian of a pupil attending the ~~HIGHLAND COUNTY public schools~~ Highland County Public Schools who is aggrieved by an action of the School Board may, within thirty days after such action, petition the local circuit court to review the action of the School Board. The court will sustain the action of the School Board unless the School Board exceeded its authority, acted arbitrarily or capriciously or abused its discretion.

Adopted: September 2021

Updated:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-87, 22.1-253.13:7.

Cross Refs.:

GB	Equal Employment Opportunity/Nondiscrimination
GBA/JFHA	Prohibition Against Harassment and Retaliation
GBLA	Third Party Complaints Against Employees
IIA	Instructional Materials
JB	Equal Educational Opportunities/Nondiscrimination
KLB	Public Complaints About Learning Resources

GENERALLY

Each school in the division registers with the Department of State Police to receive electronic notice of the registration, reregistration, or verification of registration information of any person required to register with the Sex Offender and Crimes Against Minors Registry (the Registry) within the division.

The superintendent establishes procedures regarding the use and distribution of information received from the Registry. Information received from the Registry may not be used to intimidate or harass.

The superintendent notifies the parent of each student enrolled in the school division of the availability of information in the Registry and the location of the website.

VISITORS TO SCHOOLS

When the ~~school division~~ Highland County Public Schools learns that a parent, other than a parent who has been convicted of a Tier III offense as defined in Va. Code § 9.1-902, of an enrolled student is required to register with the Registry, the parent is notified in writing that he or she is barred from being present at school or at school functions without the express written approval of the student's principal. Such approval must be obtained in advance of the proposed visit and will state the conditions under which the parent may be present. When such a parent is permitted at school or at school functions the parent is monitored to ensure that he or she does not come into contact with any children other than the parent's own children.

When the school division learns that any person other than the parent of an enrolled student, who is required to register with the Registry, but who has not been convicted of a Tier III offense, as defined in Va. Code § 9.1-902, seeks to be present at school or at school functions, the person is notified in writing that he or she is barred from being present at school or school functions without the express written approval of the principal of the school the person seeks to visit or which sponsors the event the person seeks to attend. Such approval must be obtained in advance of the proposed visit and, if obtained, will state the conditions under which the person may be present. One of the conditions will be that the person will be monitored to ensure the safety of students, staff, and others.

Principals consider requests to be present at school or at school sponsored activities from all persons who are required to register with the Registry but have not been convicted of a Tier III offense as defined in Va. Code § 9.1-902 in accordance with procedures established by the superintendent.

No adult who has been convicted of a Tier III offense, as defined in Va. Code § 9.1-902, may enter or be present during school hours, and during school-related or school-sponsored activities on any property the person knows or has reason to know is a school or child day center property, school bus, or on any property, public or private, when such property is solely being used by an elementary or secondary school for a school-related or school-sponsored activity unless

- the person is a lawfully registered and qualified voter and is coming upon such property solely to vote;
- the person is a student enrolled at the school; or
- the person has obtained a court order pursuant to Va. Code 18.2-370.5.C allowing the person to enter and be present upon such property, has obtained the permission of the School Board or its designee for entry within all or part of the scope of the lifted ban, and is in compliance with the School Board's terms and conditions and those of the court order.

Adopted: September 2021

Updated:

Legal Ref: Code of Virginia, 1950, as amended, §§ 22.1-79, 22.1-79.3, 9.1-902, 9.1-914, 9.1-918 and 18.2-370.5.
Commonwealth v. Doe, 278 Va. 223 (2009).

Cross Ref:
BBA School Board Powers and Duties
DJF Purchasing Procedures
KK School Visitors
KNAJ Relations with Law Enforcement Authorities

INVESTIGATIONS BY LAW ENFORCEMENT OFFICERS AT SCHOOL

When it becomes necessary for any law enforcement officer to interrogate a student on school premises, the principal is contacted immediately. The principal or ~~principal's designee~~ the superintendent, or another principal makes a reasonable effort to contact the parent or guardian and have the parent or guardian in attendance for the interrogation. If the parent or guardian cannot be present for the interrogation, then the principal or principal's designee is present throughout the interrogation.

SERVICE OF PROCESS AT SCHOOL

Should there be a need to serve a student or school employee with any "legal process", the Highland County School Board encourages the process server to make all reasonable attempts to serve such documents off school premises; however, if the documents must be served on school premises, they should be served at the principal's office of the school which the student attends or the main office of the facility at which the employee is assigned.

In any case in which custody or visitation of a minor child is at issue and a summons is issued for the attendance and testimony of a teacher or other school employee who is not a party to the proceeding, if such summons is served on school property, it may be served only by a sheriff or ~~his~~ a deputy.

DEVELOPMENT OF PROGRAMS

The superintendent seeks to develop, in cooperation with the local law-enforcement agencies, juvenile and domestic relations court judges and personnel, parents, and the community at large, programs and procedures to prevent violence and crime on school property and at school-sponsored events. The superintendent obtains and uses Sex Offender Registry information in accordance with Policy KN Sex Offender and Crimes Against Minors Registry Information.

REPORT TO LAW ENFORCEMENT OFFICIALS

Except as may otherwise be required by federal law, regulation or jurisprudence, the principal immediately reports to local law-enforcement officials all incidents involving alcohol, marijuana, a controlled substance, an imitation controlled substance, or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity, including the theft or attempted theft of student prescription medications that may constitute a felony offense.~~listed below that may constitute a felony offense~~:

Except as may otherwise be required by federal law, regulation or jurisprudence, the principal immediately reports to the local law-enforcement agency all incidents involving

- the sexual assault, death, shooting, stabbing, cutting, or wounding of any person, abduction of any person as described in Va. Code § 18.2-47 or § 18.2-48, or

stalking of any person as described in Va. Code § 18.2-60.3, on a school bus, on school property, or at a school-sponsored activity;

- any written threats against school personnel while on a school bus, on school property, or at a school-sponsored activity;
- the illegal carrying of a firearm, as defined in Va. Code § 22.1-277.07, onto school property;
- any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in Va. Code § 18.2-85, or explosive or incendiary devices, as defined in Va. Code § 18.2-433.1, or chemical bombs, as described in Va. Code §18.2-87.1, on a school bus, on school property, or at a school-sponsored activity; and
- any threats or false threats to bomb, as described in Va. Code § 18.2-83, made against school personnel or involving school property or school buses

except that a principal is not required to but may report to the local law-enforcement agency any incident involving any written threats against school personnel while on a school bus, on school property, or at a school-sponsored activity committed by a student who has a disability.

Except as may otherwise be required by federal law, regulation or jurisprudence, the principal may report to the local law-enforcement agency any incident described in Va. Code § 22.1-279.3:1.A that is not required to be reported pursuant to the two previous paragraphs.

~~1. assault and battery which results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, abduction of any person as described in Va. Code §§ 18.2-47 or 18.2-48, or stalking of any person as described in Va. Code § 18.2-60.3, on a school bus, on school property or at a school-sponsored activity; or~~

~~2. any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance or an anabolic steroid on a school bus, on school property or at a school-sponsored activity, including the theft of or attempted theft of student prescription medications; or~~

~~3. any threats against school personnel while on a school bus, on school property or at school-sponsored activity; or~~

~~4. the illegal carrying of a firearm, as defined by Va. Code § 22.1-277.07, onto school property;~~

~~5. any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in Va. Code § 18.2-85, or explosive or incendiary devices, as defined in Va. Code § 18.2-433.1 or chemical bombs, as described in Va. Code § 18.2-87.1, on a school bus, on school property or at a school-sponsored activity; or~~

~~6. any threats or false threats to bomb, as described in Va. Code § 18.2-83, made against school personnel or involving school property or school buses.~~

~~The principal may report to local law enforcement officials any incident involving the assault or assault and battery, without bodily injury, of any person on a school bus, on school property or at a school-sponsored activity.~~

If the local law-enforcement agency employs school resource officers, the School Board and the agency have a memorandum of understanding that sets forth the powers and duties of the school resource officers. The memorandum of understanding addresses the use of seclusion and restraint by law enforcement personnel in school settings. The School Board and the law-enforcement agency review and amend or affirm the memorandum of understanding at least once every two years or at any time upon the request of either party. The School Board provides notice and an opportunity for public input during each review period for the memorandum of understanding. The current memorandum of understanding is conspicuously published on the division website.

Adopted: September 2021

Updated:

Legal Refs.: Code of Virginia, 1950, as amended, §§ 8.01-47, 8.01-293, 9.1-101, 16.1-264, 22.1-279.3:1, 22.1-279.9, 22.1-280.2:1, 22.1-280.2:3, 22.1-293.
8 VAC 20-750-70.

Cross Refs.:

JFC	Student Conduct
JGD/JGE	Student Suspension/Expulsion
CLA	Reporting Acts of Violence and Substance Abuse
KN	Sex Offender and Crimes Against Minors Registry Information

The ~~HIGHLAND COUNTY School Division~~ Highland County Public Schools ~~shall~~ receives reports of the disappearance of any child living within the school division from local law enforcement pursuant to Va. Code § 52-31.1.

Upon notification by a local law-enforcement agency of a child's disappearance, the principal of the school in which the child was enrolled at the time of the disappearance shall indicates, by mark, in the child's cumulative record that the child has been reported as missing. Upon notification by law enforcement that the child is located, the principal shall remove the mark from the record.

Upon receiving a request from any school or person for copies of the cumulative records and birth certificate of any child who has been reported by a local law-enforcement agency to be missing, the school being requested to transfer the records ~~shall~~ immediately notif~~y~~ies the law-enforcement agency that provided the report to the school of the child's disappearance of the location of the school or person requesting the cumulative records and birth certificate of the child, without alerting the requestor of such report.

For the purposes of this policy, a "mark" means an electronic or other indicator that (i) is readily apparent on the student's record and (ii) will immediately alert any school personnel that the record is that of a missing child.

Adopted: September 2021

Updated:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-288.1~~; 52-31.1~~.

Cross Refs.: KNAJ Relations with Law Enforcement Authorities

STAFF RESPONSIBILITIES

All staff members respect the parental rights of both parents. Unless there is a law, legally binding document, or court order to the contrary, both parents have the right to

- inspect and review the child's school records, in accordance with Policy JO Student Records;
- visit the school in accordance with Policies KK School Visitors and KN Sex Offender and Crimes against Minors Registry Information~~.~~; and
- receive all notifications required by law.

PARENT RESPONSIBILITIES

The custodial parent has the responsibility to

- keep the school office informed of the parent's address and how the parent may be contacted at all times;
- provide the current address and phone number of the noncustodial parent at registration unless such address is unknown and the custodial parent signs a statement to that effect, or unless a court order restricts the educational or contact rights of the noncustodial parent; and
- provide a copy of any legal document which restricts the educational and/or contact rights of the noncustodial parent.

The noncustodial parent has the responsibility to keep the school informed of changes in the parent's phone number and address. At the request of a noncustodial parent, such parent will be included as an emergency contact for the student's activities unless a court order has been issued to the contrary.

Adopted: September 2021

Updated:

Legal Refs: 20 U.S.C. §1232g.
34 C.F.R. § 99.4.
Code of Virginia, 1950, as amended, §§ 22.1-4.3, 22.1-78, 22.1-287.

Cross Refs:
JED Student Absences/Excuses/Dismissals
JO Student Records
KK School Visitors
KN Sex Offender Registry Notification